Colorado
4-H Users Guide and Tips
For 4-H Project e-Record for
General and Family Consumer Projects

Colorado
State
University

Extension

2013-14 4-H Year

Produced by:
4-H Project & Curriculum Work Team
Technology e-Record Work Group
Connie Cecil/Perry Brewer
Updated 2013

Introduction for Leaders and Parents

This guide has been prepared to assist you in completing the 4-H e-Records for General and Family Consumer Science projects. It provides instructions, suggestions and examples to aid you as you fill out your record. The 4-H Project e-Record is for all General and Family Consumer Science projects. You will need to fill out an e-record for each project. This record is for juniors, intermediates and seniors. Members are expected to complete as much of the record as possible on their own, however younger members will likely need assistance in understanding some of the concepts.

Members will want to fill out as much of the record as they can, as soon as they get their records. This will make less for them to do later when it gets closer to the fair. DO NOT WAIT TO DO YOUR RECORD BOOK AT THE LAST MINUTE! Members should have enough time to do the record correctly. We believe that leaders and parents should counsel young members in the preparation of their records. These records are developed for the member to need only a minimal amount of leader assistance. *The member is responsible for the actual completion of the record.*

Your record book is just that, a record of this year's work with this particular project. Securely attach extra items that are required by the project such as manuals, plans, experiments, etc. in a sturdy binder.

This e-record is available to you in one of the three ways described below. This information can be found in the **Colorado 4-H Clover** at http://www.colorado4h.org.

Online

You will access the website and download the required e-records yourself. You will need to check and make sure that all the materials need for your project. Some projects will require a manual that will need to fill out and other projects will require additional information that will need to be completed. For example: the entomology workbook is required and can be ordered from URC (University Resource Center) at Colorado State University or can be downloaded from the 4-H website. The 4-H Project e-record is available on the Colorado 4-H Webpage:
http://www.colorado4h.org/project_resources/erecords/index.php

On the 4-H website, you can either go to the Project/Record Resources to choose your project and the unit that you are in and the e-record will be available on the page or go to http://www.colorado4h.org/project_resources/erecords/index.shtml and find all the e-records. Click on the e-record and you are ready to download it to your computer.

Paper

You may elect to receive all records for your projects from the Extension office or via your club leaders at the appropriate costs.

CD

A Colorado 4-H E-Record CD containing all records for all 4-H projects is may be available from your local Extension office.

OpenOffice.org is a program that will enable you to open word documents without problems when you do not have Microsoft Word on your computer. Just go to OpenOffice.org website and download the program Writer. OpenOffice.org offers their programs free to the public.

We hope that this User's Guide will help you in teaching record keeping skills. While this is a statewide e-record there will be small differences in how information is put in the record. If you have questions or suggestions concerning issues that may not be covered in this guide, please contact your local Extension office.

COVER

This is the easiest page in the record book! There is no reason why this page should not be completed when you receive or download your record.

Begin this page by indicating what project you are taking, unit number or title and how many years you have taken the project including the current year.

Check your age group. Remember that your age is as of December of the previous year (Example: Age as of December 31, 2013).
> Juniors 8-10
> Intermediates 11-13
> Seniors 14-18

Clearly indicate the members' name, 4-H club, county, birth date and age as of December 31, 2013.

Make sure you get all signatures required at the completion of your project.

Project:	Name:
Unit Number and/or Title:	4-H Club:
Year in this Project: (include current year)	County:
Age Group (check one): ❏ Junior (8-10) ❏ Intermediate (11-13) ❏ Senior (14-18)	
Birthdate: (mm/dd/yy)	
Age: (As of December 31, 2012)	

Project and exhibit guidelines for each project are listed in the State Fair Exhibit Requirements available on the web at www.colorado-4h.org.	
I declare that the information in this book is correct and all 4-H requirements have been completed, to the best of my knowledge.	
Member's Signature	date
Leader's Signature	date
Parent/Guardian Signature	date

How I Participated in 4-H

As you begin to fill out your e-record, please use complete sentences where it is appropriate.

This is where you will record the projects you are taking this year, all the activities that help you learn skills for this project and leadership experiences that you have participated in. In the category "4-H projects you are taking this year" list the title of each project you are enrolled in for the 2013-14 4-H year.

What activities helped you learn the skills for this project? Here is where you list the project meetings, project tours, project work, visiting exhibits or museums that relate to your projects, textile experiments, taking photos, going to workshops on your project, painting rockets, anything that you do that helps you learn more about your project. Also include all of the contests you have participated in this project.

In the Leadership Development category, list

Categories of Participation	Total this Year	Description/Project Title
4-H Projects you are taking this year		
What activities helped you learn the skills for this project? (project meetings, workshops, classes, contests, etc.)		
What Leadership Development experiences did you participate in? (club/district/state/officer, committee chair, LDC, CLC, YouthFest, State Conference, Jr./Teen leader, pledge leader, etc.)		

How I Participate in 4-H!

responsibilities you have had such as being a club office, serving on a committee or leading the pledges at a club meeting. Also include the camps or conferences that you attended and if you had a special role –such as being in charge of the games at the Cloverbud Camp. Juniors may or may not have very much information in this area. If a junior does not have information in this area, it should have N/A in the description area.

4

Citizenship/Community Service

It will be very important to record your 4-H community service is this section of the record book. We encourage 4-H members to do a project related community service and would like to have one for every project that a 4-H member enrolls in. We understand that this may not happen. *If you do only one community service project make sure that you put it down in each of your project record books.* __The requirement is that a 4-H member does a community service project.__ We would also like to see the community

4-H	Date	Hours	Activity/Title	Location
Citizenship/ Community Service				
Demonstrations/ Presentations/ Speeches		NA		
		NA		
		NA		

service learning projects. This means that the 4-H members participate in planning, implementing and celebrating the community service project. The community service project should reach beyond family and friends. Remember to put down what your 4-H community service project was and what you did (Activity), how many hours it was and the location. The community service project can be something big that the whole club does together or it can be something small that just the project members do together.

Demonstrations/Presentations/Speeches

It will be very important to record your demonstration in this section of the record book. We encourage 4-H members to do a project related demonstration and would like to have one for every project that a 4-H member enrolls in. We understand that this may not happen. *If you do only one demonstration, make sure that you put it down in each of your project record books.* __The requirement is that a 4-H member does a demonstration.__ You will not be counted down for only doing one demonstration but the judges may comment that they would have liked to have seen a project related demonstration. There are two types of demonstrations; one is an informal demonstration where a skill or technique is demonstrated to other members in the project; the second type is a formal demonstration where you present your project to the entire club. Remember to put down the title of your demonstration (Activity), the date, how long it was and the location of the demonstration.

EXPENSE RECORD

This section is designed for you to record all of your expenses required for your project.

You will want to list any tools, equipment or supplies purchased for use with your project this year. Some people will list each item separately and that is acceptable while others will lump all the items together and give one cost. If you lump all the items together, please identify all the items that you are putting together.
Juniors need only to put down the expenses of the final exhibited project.

Here are some examples of possible project expenses:

- Fuel costs for transportation to contests, project activities
- Purchased supplies, tools, patterns, books
- Exhibit supplies, i.e., display boards, paper, cake boards

Food project members may want to figure the cost on a batch of cookies and then divide that by the number of cookies to get the individual cost for the project.

Project Expense and Income/Value

Expenses: ***Juniors Only.*** *Figure the cost of the specific ingredients and materials use for your final exhibit item or display board. Label the item "Exhibit" or "Board". You can add a more specific name.* ***Intermediates/Seniors.*** *1. List items* ***purchased*** *this year for your project, such as tools, ingredients, class fees, etc. (More pages can be added if needed)*

Item	Project Expenses
	$
	$
	$
	$
TOTALS	$

Income or Value: ***Intermediates/Seniors.*** *1. List practice items you made-like cakes, cookies, bags, room decorations—and estimate the value by comparing it to a similar item you could buy. 2. Record the value of your exhibit item by comparing it to a similar item you could buy.* **Display boards have no value.** *3. Record the amount of money you received for any items you* ***sold*** *as Income.*

	Income or Value
	$
	$
	$
TOTALS	$

Return on Investment
Intermediate and Senior Members

Everyday, we make decisions about where to spend our time and money, and what activities we want to continue. Ask yourself: How did I benefit from this project? What knowledge and skills did I gain from the project? Did I enjoy it? Was it worth the expense? Could I spend money more wisely the next time? Is it worth doing again? Do I want to learn more?

1. What knowledge and skills did you learn that you can use again?

2. How could you use your new skills to save money or to make money?

3. If you made a product to sell, how would you decide a price for your product?

Only include the cost of items purchased this year. If you already have a camera then the project cost would only be the film and film developing.

Return on Investment: This is for Intermediates and Seniors members only. This is where these members reflect back on the knowledge and skills that they learned from their project. For the first question: A shooting sports member may have learned time management when doing three disciplines. A range management member may have learned how to identify weeds and how to eliminate them. A model rocket member may have learned how to paint the model and sand the fins. For the second question: A shooting sports member may have learned how to fix broken arrow. A range management member may have learned to identify grasses that have high nutrient content for the cattle. A model rocket member may have learned a new skill in painting

his model and it saved money on buying paints. For the third question: A shooting sports member may have built a gun rack and might want to build more to make so money. Range management members may GPS all the noxious weeds in their area and make a map for everyone. The model rocket member may come up with a new way to paint the rockets.

You may add sheets as necessary to complete the record.

Project Information Page

This section is for the additional information needed from these specific projects such as: Small Engines –Unit 4, Advanced Weeds—Unit 4, Artistic (Creative) Clothing, Baking Units 21-24, Bread Experiments, Cake Decorating, Ceramics, Clothing Construction, Foods and Nutrition, Food Preservation, Heritage Arts, Home Environment, Model Rocketry, Photography Unit 6, Shooting Sports, Small Engines, Sportfishing, Visual Arts, Wildlife, Weeds, and Woodworking. The supplement materials for these projects are now in the e-record for that project. You will be able to find the correct e-record for these projects at: http://www.colorado4h.org/project_resources/erecords/index.php.

PHOTOGRAPHS FROM YOUR 4-H PROJECT

A minimum of four pictures with a descriptive caption for each is required. Additional photos can be added. Pictures must be project-specific.

Photos should be:

- Pictures of the 4-H member working on their project
- Pictures should tell the story of your project.
- Pictures can either be digital or glued on.
- Don't forget to put captions on your pictures---gives for a better presentation

If you choose to use a digital camera, you will be able to insert the pictures on this page. There will be limited ability to format the picture but it will work. You will be able to put a caption near the picture.

Be selective when putting your photos in your record. Do not overcrowd your page with photos because it is hard to understand what you are trying to show.

ALWAYS INCLUDE CAPTIONS---MAKES THE PICTURES EASIER TO UNDERSTAND.

4-H STORY

This is the most important section of your record. The 4-H story can make or break a 4-H project. When a judge is looking for a way to break a tie in judging projects, they will go to the story and see which 4-H member has the best story.

Length and Format Guidelines

You can type or hand-write your story. If you hand-write the story, use pencil or ink on lined white notebook paper.

If a computer is used to write the story, use plain white paper with no smaller than 12 point font.

Leave wide enough margins so the story can be read if inserted into a report cover.

Limit your story to a maximum of two (2) pages.

Story can be single or double-spaced as long as it does not exceed two pages.

Younger members may want to double-space their story so you can see what you are writing.

Be sure to use proper grammar and sentence structure.

Edit your story when finished. Check your spelling.

Have someone else read your story.

The following questions may help you in composing a story specifically related to your project:

Why did you choose this project?

What goals did you set and which ones did you reach?

What are your 4-H goals for next year?

What would you do differently if you were to try it again?

What skills have you learned in the program?

Have your projects grown in size and scope?

Were any adults or other 4-H members especially helpful to you? How?

Has 4-H helped you become a better leader and citizen?

What has being a 4-H member meant to you?

Remember:
- Start filling out your e-record right away
- Enter all of your expenses for your project and put a value on your finished project if applicable
- Provide pictures of you doing your project
- Create a good story
- Place e-record and required items in a sturdy binder

BACKUP YOUR 4-H e-RECORDS!

It is important to develop a good habit of backing up your e-records to avoid potential loss of e-record files and project information. It is relatively easy to create backup copies of your e-record files. Simply save your file to the hard drive and then save it again on one or two other devices. Using USB flash drives and external hard drives are the easiest and safest ways to back up your files. In addition, members might consider emailing the files back to themselves or trusted friends/relatives. Storing the files on the Cloud can be another option.

How regularly? A very simple rule of thumb when considering when to backup your project e-Record files is: How much information are you willing to reenter to get your records back to the point where they are now?
Answering this question honestly will give you a clue on how often to back up. The key is **to actually do it!** Don't procrastinate! Do it today!

When backing up your files, also consider what would happen if your home was damaged in a disaster and your backup was destroyed? You would be out of luck unless you put your backup in an entirely different location, which is what a lot of businesses do. Consider taking your backup to a relative's house or maybe ask your parents to take your backup flash drive and secure it at work. Emailing the files as attachments to yourself or someone else, or storing them in the Cloud is another way to avoid losing your files if a device is physically damaged or lost.

The bottom line is to frequently back up your files in multiple locations.

Protected Under
18 U.S.C. 707