Regarding Your Beef Project Record Book...

What is a 4-H project?

A project is a subject or topic that you learn about in 4-H. More important, a project is something you do, which results from knowledge and skills you learned in the project. In this case, your project is a beef animal. You learn about your project from attending club meetings and educational workshops, and working with adult leaders and other 4-H members. You can also learn from field trips and camps, by participating in shows and competitions, as well as through your family and self-study.

Why complete a record book?

A record book is not meant to be a chore. Instead, it is a way for you to learn. Here are some important reasons why 4-H expects you to complete a 4-H record book for your project.

Keeping a 4-H record book will help you...

- Learn how to organize yourself
- Learn how to set reasonable goals for yourself
- Appreciate what you’ve learned this year from the goals you reached
- Recognize what things you learned in your 4-H project
- Explain what you’ve learned
- Keep track of costs of your project
- Gather information needed to apply for awards and scholarships
- Complete applications and resumes for jobs and college
- Meet requirements to participate in some county, state, or national 4-H events
Member in Good Standing Requirements

In general, all 4-H members are expected to meet the following standards each year. These are the minimum requirements. Your club may have additional requirements.

- Attend at least 70 percent of regular club meetings and/or activities.
- Complete a 4-H project doing one’s own work with minimal assistance from parents or others.
- Complete this project record book and necessary supplements.
- Participate in one community service project.

How to Complete A Record Book:

a. Pick your project area.
b. Unless you are doing a market project (hog or steer), then you may decide to work on the same project for several years. If that is the case, start by deciding which project activities you plan to do this year. Your book will only be judged on the activities that you select for this year.
c. Take photos of your project as you go along. You may even want to make notes or keep a journal. Save any receipts you may have for equipment, feed, or entry fees for your project. You can also include any certificates, ribbons, or newspaper clippings about your project or club.
d. Have your club leader, project leader, coach, or parent sign off on each activity as you complete it.
e. Plan to participate in county events by doing a demonstration, speech, photo, or poster.
f. Begin filling out your participation summary.

   A. **Level I** - 5-7 year olds *(Note: 5-7 year olds may submit record books, but they will not be judged. They will receive participation ribbons, certificates, and will count towards county participation medals.)*
   B. **Level II** - 8-10 year olds
   C. **Level III** - 11-13 year olds
   D. **Level IV** - 14-18 year olds
g. Once you complete all of your activities for the year and your participation summary, make sure you write your 4-H story. Your story should be at least 3-5 paragraphs long, and include information about what you learned, what you liked/disliked about the project, who helped you, and what you would do differently.
h. Place your participation summary, project photos, 4-H story, and project book in a report cover or 3-ring binder. Make sure that you have all the appropriate signatures in the right places. You may even want to make a cover page for your project book.

Guidelines for the 4-H Beef Project Record Book

You start your record book at the beginning of the 4-H year and keep all your expenses and receipts during the year. It is important to keep your record book up-to-date monthly. Keep your book neat and complete.
Start your year by setting at least three goals for the year. These goals may include “Beef Knowledge and Skills” or "Personal Development Activities." To expand your horizons, each year in the project, try to accomplish new skills, or skills you did not accomplish in previous year(s).

This project record book has been created especially for members enrolled in the 4-H beef project for steers and heifers, and is a “working document” that you can continue to add to throughout your 4-H experience. When you submit your record book for awards at the end of a project, you will receive it back. Rather than start a new book, you can continue to add to this one. The 4-H office will supply you with additional pages to add to your record book each year. Keeping a record book is an important part of the project. It will help you set goals for the project year, record your accomplishments and help guide your efforts to keep important records on your beef animal(s). Your record book is a reflection of you and your hard work. This will become an important part of your portfolio and will be a good reference for you when completing college applications.

For more information regarding project record books, contact your 4-H Agent, Angel Granger at (850) 482-9620 or email amgranger@ufl.edu.