



4 H
Shooting Sports
Record Book



The 4-H Motto

Learn to Do by Doing

The 4-H Pledge

I pledge...
My Head to clearer thinking,
My Heart to greater loyalty,
My Hands to larger service,
My Health to better living,
For my club, my community and my
country.

The 4-H Grace

(Tune of Auld Lang Syne)

*We thank thee, Lord, for blessings great
on this, our own fair land.
Teach us to serve thee joyfully,
with head, heart, health and hand.*

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About Record Keeping

All 4-H members must complete a record book for their 4-H project every year. The type of records you keep will depend on the kind of 4-H project you have. This record book is a guideline for you. Adapt the information provided to make it suitable for your 4-H project.

Why do you keep records in 4-H?

- to record information about your project so you can look it up later and recall it so you can see the actual costs involved in completing your project,
- to keep track of the work you have done,
- to learn how to keep accurate records,
- to remember your club activities,
- to credit and honour your achievements and progress,
- keeping records is a good business procedure.

What is involved in a good record book?

Completeness – A good record book has all the required information. Dates, amounts, places, prices and names are all important details to include. A complete record book includes:

- information about yourself and your project goals for the year,
- club program plan,
- any newspaper articles,
- photographs, and so on about the project,
- record of project activities record of club activities.

Accuracy – Your information and costs should be accurate and up-to-date.

Neatness – Always do your best to keep your book neat and readable. If you cannot read your records you will be unable to use them in the future.

Personality – This is your record book. Be original and personal in the information you keep in your book. Add photographs, newspaper and magazine articles on you, your club, your project area and 4-H in general. Pictures and illustrations help the reader understand your project and appreciate the work you have done.



Tips for Good Record Keeping

- Use a three ring binder or folder. A binder allows you to easily add pages and keeps your pages secure.
- Start your record keeping as soon as you have chosen your project. End your record keeping for the project year at Achievement Day.
- Carefully read the instructions for each project and each section of the record book. Know in advance which records you must keep for that project.
- Keep your records up-to-date. It is easy to forget details. Complete records will help you make better decisions.
- Every project has costs associated with it. Include all costs, no matter how small. This will give you a true picture of your actual costs. If you don't know exact prices, there may be people you can ask or your club may decide to set a value for certain items. Keep receipts.
- Be consistent in measurements. Use the same units and round numbers to the same decimal point. Do calculations elsewhere before recording in your record book.



About Me

Member's name _____

Mailing address _____

Town or city _____ Postal code _____

Phone number (_____) _____ Fax number (_____) _____

E-mail _____

Birthday _____ (mm/dd/yyyy)

Parents or guardians names _____

This is my _____ year in 4-H.

This record book is for the 4-H club year _____

I joined 4-H this year because _____

My Goals:

I hope to achieve the following through 4-H activities this year:

I am going to do the following for my club this year:

About My Club

Club name _____

Number of members _____ My club has been operating for _____ years.

4-H district _____ 4-H region _____

Club Leader(s)

Name	Phone number
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Club Executive

President _____ Phone number _____

Vice President _____ Phone number _____

Secretary _____ Phone number _____

Treasurer _____ Phone number _____

Club Reporter _____ Phone number _____

Historian _____ Phone number _____

Other(s) _____ Phone number _____

_____ Phone number _____





Record of General Club Activities

In this section, keep a record of all the general meetings and activities your club has this year. If you have any special responsibilities be sure to record them here.

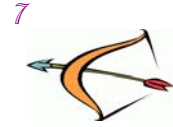
Date	General Club Activity
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Record of General Club Activities (continued)

Date	General Club Activity
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Pictures and Clippings

Paste your pictures and clippings here. Include information on special club activities and Achievement Day. Other examples: tours, workshops, camping trips, communication activities, and district, regional and provincial events. Add extra pages if necessary. Make sure you date and label all pictures.



Record of Project Activities

Keep a log of the project activities you do during the year. List the activity and identify any progress you make, the events you attend, and so on. If you do several activities in one month for your project, you may want to record them month by month.

Date	Project Activity



Financial Summary for 4H Year

4H Cost of Owning a Firearm

Permanent Items: (ie) gun, hearing protection, scope, etc Cost

	\$
TOTAL	\$ (A)

Consumables: (ie) ammo, etc

	\$
TOTAL	\$ (B)

Education and Licenses Cost (ie) Hunter Ed course, PAL, hunting license, etc.

	\$
TOTAL	\$ (C)

Other expenses: (ie) targets, gun cabinet, camo clothing, etc *Cost*

	\$
TOTAL	\$ (D)

Total 4H Other Cost:

_____ (C) + _____ (D) = \$ _____ (E)

Education/Licenses + Other Expenses = Total Other Cost

Total 4H Cost to Owning a Firearm:

_____ (A) + _____ (B) + _____ (E) = \$ _____ (F)

Permanent Items + Consumable Cost + 4H Other Cost = Total 4H Cost of
Owning a Gun



Actual Cost Financial Summary

Actual Cost of Owning a Firearm:

Education and Licenses

(ic) Hunter Ed course, PAL, hunting license, etc.

Cost

	\$
TOTAL	\$ (G)

Total Actual Other Cost:

$$\underline{\hspace{2cm}} (G) + \underline{\hspace{2cm}} (D) = \$ \underline{\hspace{2cm}} (H)$$

Education/Licenses + Other Expenses = Total Other Cost

Total Actual Cost to Owning a Firearm:

$$\underline{\hspace{2cm}} (A) + \underline{\hspace{2cm}} (B) + \underline{\hspace{2cm}} (H) = \$ \underline{\hspace{2cm}} (I)$$

Permanent Items + Consumable Cost + Actual Other Cost = Total Actual Cost of Owning a Gun

4H os Actual Cost:

$$\underline{\hspace{2cm}} (I) - \underline{\hspace{2cm}} (F) = \underline{\hspace{2cm}} (J)$$

Total Actual Cost of Owning a Gun - Total 4H Cost of Owning a Gun = savings/loss

Remember the sponsors of 4H. They help to keep costs down and you benefit.



