

# E-RECORD TRAINING 2013



# *Why Do We Keep Records*

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- Evaluate Progress with project
- Evaluate the Overall Learning Experience
- Have a History of the Project(s)
- Required for Completion

# What You Will Learn From This Presentation

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- Where information goes in the record
- What type of information goes where
- How I participate in 4-H!
- How to help 4-H members complete the Project Expense and Income/Value
- Profit and Loss
- Supplement sheets are included in E-Records
- Picture Time!

# General Information

- New E-Records for 2013 (Home Ec and General)
- Dog E-Records are the same as previous years
- E-records can be done
  - online on the computer
  - By hand
  - By downloading and printing it off
  - Can be accessed from the Arapahoe County website
- For all General and Consumer Family Projects
- 4-H Pet Animal E-record for Dog Project
- E-Record is for Junior, Intermediate and Seniors

# General Information

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- Record should be done by the member
- Younger members may need some help from parents or leaders
- Leaders should review the record periodically through the year to evaluate progress

# General Information

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- Choose a few meetings during the year to work on records at club meetings
- Recommend that e-records be stored in binders with manuals.

# What Should You Do When You Receive The E-Record

- 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.
- 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](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.

# 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, 2012).
- 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, 2012.
- Make sure you get all signatures required at the completion of your project. I have seen a lot of members wait until the last minute to get signatures and that is not a good situation.



# How I participate in 4-H!



## How I Participate in 4-H!

Categories of Participation	Total this Year	Description
4-H Projects Completed		
4-H Workshops/ Skill Activities/ Contests in this project		
Leadership Development in this project  Junior or Teen Leader		

	Date	Hours	Activity	Location
Citizenship/ Community Service				
Demonstrations/ Presentations/ Speeches				

# How I participate in 4-H!

- This is where you will record a summary of the projects completed, workshops, skill activities and contests and leadership development for this project. For 4-H projects completed this is where you will put down all the projects that you have completed this year. This means all the projects that you are taking, not just the project that this e-record is for.
- Workshops/Skill Activities and Contests is where you put down how many of each you have participated in and a brief description of what you did. Skill activities can be but are not limited to: project tours, project work, visiting exhibits or museums related to project, textile experiments, taking photos, painting rockets, etc., anything related to your project. Record all the contests you have participated in this project.

# How I participate in 4-H !

- Leadership Development is where you put down if you helped younger members in this project. Example: the 4-H members helps his project members by showing how to put on decals. This may even be a junior member because he has mastered the skill and is helping others. Juniors may or may not have information in this area. If a junior does not have information in this area, it should have N/A in the description area.
- Junior or Teen leader may assist leaders with specific projects or with more general 4-H activities or events. For example: when you take 2 or 3 younger members in cake decorating and help them with their crumb frosting. Or helping younger members in shooting sports with remembering all their safety gear before going to the range. Junior or Teen leaders are usually intermediates and senior 4-H members. For junior member are not expected to fill in this area.
- Description is where you describe what you did. For example under 4-H Leadership Development you would put down that you helped 4 younger members learn to frost a cake.

# How do I participate in 4-H!

- **Citizenship/Community Service**
- It will be very important to record your community service in 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 service projects be a service learning project. 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.

# How do I participate in 4-H!

- **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



## Project Expense and Income/Value

*Sum up your costs for your project, such as: tools, equipment, ingredients, participation fees, etc. Then sum up any income or value for your project, such as: value of the completed product, exhibit prizes, etc. To find the value of your project, refer to the current retail value of like things.*

Item	Project Expenses	Income or Value
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
<b>TOTALS</b>	\$	\$

## Profit and Loss

Intermediate and Senior Members

1. What is the profit/loss for this project? (To determine the profit or loss, subtract expenses from the income or value of the project. If the number is positive, it is profit; if it is negative, it is a loss.)
2. Why is it important to understand profit and loss?
3. Is this project worth taking if you don't make a profit? Please explain your answer.
4. If another member was thinking of taking this project next year, what would you tell him/her about what can be learned in this project?

# 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 projects 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 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
- Foods project 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.
- Only include the cost of items purchased this year. If you already have a camera then the project cost would be the film and film developing.
- New this year for intermediates and senior members a profit and loss section to the expense record. Intermediates and seniors will need to answer the questions and do the math to see if the project is a positive (profit) or if it is a negative (loss).
- 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, 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](http://www.colorado4h.org/project_resources/erecords/index.php).



# Photos 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 either type or hand-write your story. If you hand-write the story, use pencil or ink on lined white notebook paper.
- • If a typewriter or computer is used to write the story, use plain white paper with no smaller than 12-point font.
- • Leave a wide enough margin so the story can be read if when inserted into a sturdy binder/notebook.
- • Limit your story to a maximum of two (2) pages. Seniors should have at least 3 paragraphs at the minimum (1) page.
- • Story can be either single or double-space as long as it does not exceed two pages.
- • Younger members may want to double-space their story so they can see what they are writing.
- • Be sure to use proper grammar and sentence structure
- • Edit your story when finished. You can use spell check
- • Have someone else read your story.
- *Remember a good story is worth the time and effort in the end!*
- Your story should:
  - ☐ Be organized and well thought out
  - ☐ Use correct grammar and punctuation
  - ☐ Tell of the 4-H member's experiences in the project
  - ☐ Be a good place to discuss the progress toward the goals
  - ☐ Include any interesting events whether good or bad.
  - ☐ Story should be at no more than two pages.

# 4-H Story

- To help you get started with your story you can use the following questions:
- Why did you choose this project?
- What goals did you set and which ones did you reach?
- What would you do differently if you were to try it again?
- What skills have you learned in the program?
- Were any adults or other 4-H members especially helpful to you? How?
- How have you contributed to 4-H, your community, and your school?
- What has being a 4-H member meant to you?

# Last minute reminders

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- **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
- Back up your e-records-VERY IMPORTANT!

# Dog E-Record

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- See example
- Very important to fill out information in all the areas and make sure to fill out dog supplement sheets

# Dog E-Record

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- Cover Sheet
- Treatment Policy/Project Agreement
- Project Goals
- General information
- Project Animal information
- Health Record
- Beginning/Ending Supplies

# Dog E-record

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- Expense Record
- Income/Financial Summary
- Show Record
- Project information and Activity Log
- Photos
- 4-H Story
- Member's Skill and Knowledge Report