

RECORD BOOK REFERENCE: PART 2

Record books and project information: colorado4h.org/project_resources/index.php

◇ **Consistency and Neatness Counts**– Record books should either be entirely hand-written or typed. Typing your record book allows you to quickly make changes without re-doing the entire page. White-out or mark-outs should not be used.

◇ **Keep an activity log for your projects.**

◇ **Read all directions on each page.**

◇ **Ask questions.**

◇ **Set SMART GOALS**– Setting goals is a great way to help you achieve success in your projects. We often hear about SMART goals (Specific, Measureable, Achievable, Relevant, and Time Bound). Writing these goals down and placing them in an area that you view everyday will help remind you of what you want to accomplish. Make the goals appropriate and reflect what you ultimately want to accomplish. Be realistic about the goals set and make sure they are achievable by creating several mini-goals (steps) in the process. One should also evaluate their goals periodically and make sure they still fit the direction you want to go. Setting goals will help you achieve success in your 4-H projects.

◇ **Inventory** –Many projects will have an inventory page for equipment and supplies. The livestock inventory page has two columns. The one on the left is for Beginning Inventory (Items on hand when the project started) and the right one is for Ending Inventory (items on hand at the end of the project).

*Feed, supplements, health products, and fuels are not considered inventory items for 4-H record books.

*Beginning inventory should be filled out at the start of the project with an accurate value.

*Purchases during the year should be included on the Other Expense page.

*Items added during the year should be listed on the Ending inventory page.

*If you no longer have an item or supplies at the end of the year, it should be left off of ending inventory. Items sold should be recorded under the Income page.

*Inventory items go down in value each year (depreciate), they do not go up.