

Memorandum

To: Kitsap County 4-H Leaders
From: Lisa Ryder Record Book Superintendent
Date: 3/10/2009
Re: Record Books 2008-09

Please inform your members of the following:

You will find the Web sight has been updated. Please take a look at the appropriate Guidelines. They are carefully written instructions for creating a record book.

The document Kitsap County Judging form level 2 has been updated once again. Please use this helpful tool this may also be found on the Kitsap County Web sight.

This year my goals are to have all add sheets that are not WSU format reviewed, revised as needed and approved. All Add sheets will be available from the Kitsap County Web sight. Please explain to the club members that add sheets replace the financial pages that come in the book. The financial pages are used when there is no add sheet for that particular project.

I would like you to know about the following changes:

- As of August 1 2009 the Kitsap County Record Book format will no longer be available on the web sight. 4-H year beginning October 1 2009 this format will not longer be allowed.
- The order of the documents has changed – standardized to match the WSU C0934 format. This order also matches the order in the Guidelines and on the Judging form that is now on the Web sight.

The order is as follows:

1. Planning Calendar
2. My 4-H Projects – A separate section for each project the member is in. Within each tab the member will add the following pages
 - a. Project Record/Commitment
 - b. Project Diary/Journal
 - c. Project Highlights
 - d. Financial Summary or appropriate add sheet
 - e. Also add project photos to this section
3. Permanent Record
4. My 4-H Story and Personal Pages
5. My 4-H year agreement. This agreement must be personalized to the club or project.

- The planning calendar should only include personal items that directly affect the member's work on their 4-h project. For example – a member that is going on vacation will not be able to work with their animal and feed it. They will need to have someone else do this. This should be reflected in the journal and calendar.
- The 4-H agreement should be specific to the project or club.
- Cover sheet must be included. It is OK if it is inside the front portion of the binder but there should also be one inside the book.

I will be teaching a workshop called **10 Steps to the CO934 Record Book in Kitsap County** at Super Saturday.