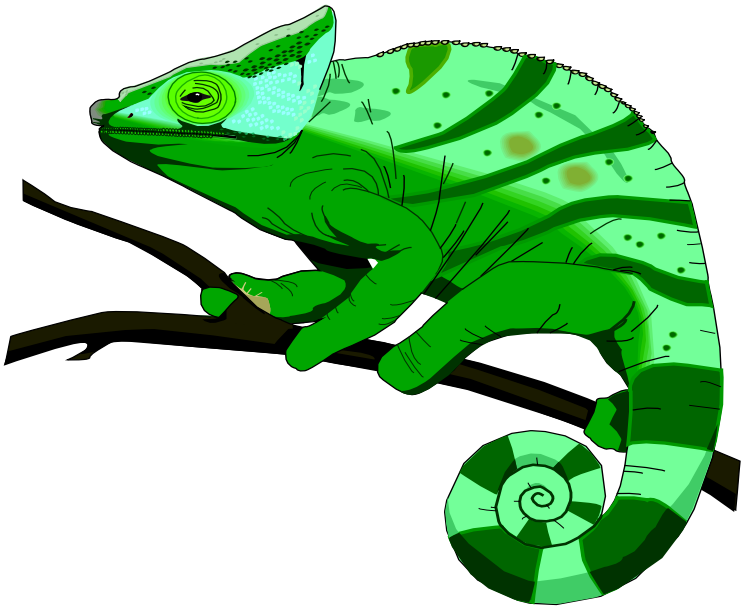
RUTGERS
New Jersey Agricultural Experiment Station

4H243E

My 4-H Herpetology Project Record Book



For use by New Jersey 4-H herpetology project members

Member name: _____ Birth date: ____/____/____

Address: _____ Grade: _____

Phone #: _____

4-H County: _____ Years in Project: _____

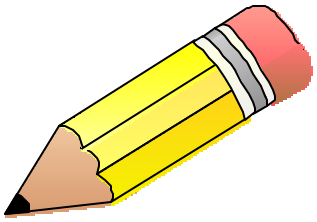
Name of club: _____ 4-H Year: _____

Club leader's name: _____

End-of-year signatures

At the end of the 4-H year, when your record book is complete, your 4-H club leader will probably ask to see this record book.

By signing below, I am stating that I have completed this record book myself and , to the best of my knowledge, the information included in it is correct.



4-H member Signature	**Date**

By signing below, I am stating that I am familiar with this work and, to the best of my knowledge, the member completed this record book and the information included in it is correct.

Title	**Signature**	**Date**
Parent		
4-H club leader		

Written by

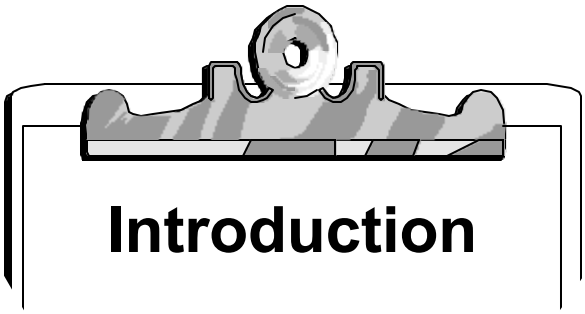
Annette Devitt, Salem County 4-H Agent
Keith G. Diem, Ph.D., Program Leader in Educational Design

Based on "My 4-H Record Book," by Keith G. Diem, Ph.D., Program Leader in Educational Design.

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Introduction

This project record book has been created specifically for members enrolled in the 4-H Herpetology project. 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 animal(s).

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 or make, which results from knowledge and skills you learned in the project. In this case, your project is Herpetology. 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.

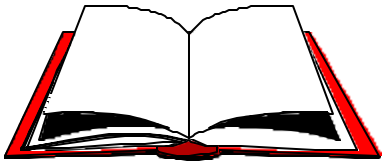
Keeping a 4-H record book will help you . . .

- 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 this year and compare your progress and successes from year to year
- 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.



Guidelines for the 4-H Herpetology Project Record Book

One record book can be completed for all your project animals. 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.



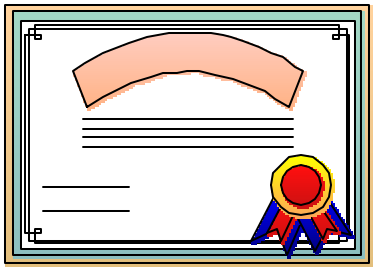
Start your year by setting at least three goals for the year. These goals may include "Herpetology Knowledge and Skills" or "Personal Development Activities." To expand your horizons, each year in the project, try to accomplish new skills, or skills you did not accomplish in previous year(s).

The record book has been three-hole punched so that it may be easily kept in a three-ring binder. With each new project year, add your new record book to the binder. It is recommended that you save your record books from previous years in your binder. That way, you can easily compare your progress and achievements throughout the years. It will also help you when you apply for awards, jobs, college, etc.

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, including being responsible for the physical care and training of the animal(s) to the fullest extent.
- Give a club or county 4-H public presentation.
- Complete a project record book (like this one).



How this record book is organized



Besides this introduction, this record book is organized into five main sections:

- Starting Out - My goals for the 4-H year - page 5
- Along the Way - Keeping track of what I do - page 6
- Looking Back - What I learned this year - page 16
- Thinking Ahead - My goals for next year - page 20
- Appendix (including project goals) - page 21

Starting Out

My goals for the 4-H year



The beginning of the 4-H year is a good time to begin thinking about what you'd like to do or learn in 4-H during the upcoming months. List some of your goals for the year and what plan you have to accomplish your goals. Talk to your leader and parents to decide what goals are realistic to try and possible to finish this year.

During each year in the 4-H Herpetology project, members should choose a minimum of three goals to pursue. Choices are listed in the Appendix. Write your choices below. Don't be afraid to challenge yourself! Of course, you may aim to reach more goals. For now, write your goals below and your plan for reaching each goal. If the items on the list have all been accomplished, develop some of your own. You may also choose special ones not listed. Be sure to get the needed signatures on the next page.

My goals for this year	**What I need to do to reach this goal**
Example: I will learn how to give a public presentation.	*Attend county public presentation workshop.* *Have my leader and parents help me pick a topic that will be good for me.* *Practice my presentation.* *Give the presentation at a club meeting.*

Signatures for goal setting

I will work toward the above goals I have set for myself for the upcoming 4-H year to the best of my ability:



_____ (Member signature) _____ (Date)

I will support my son's/daughter's goals for the upcoming 4-H year:



_____ (Parent signature) _____ (Date)

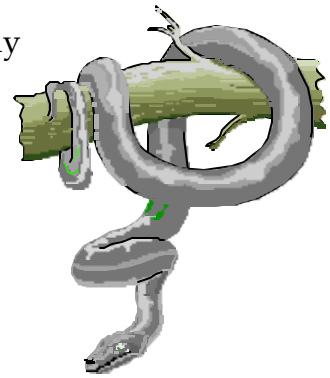
I will help support this member's goals for the upcoming 4-H year:



_____ (4-H Leader signature) _____ (Date)

Along the Way

Keeping track of what I do



For this section, it is best to write down what you have done shortly after completing it so you won't forget important events and activities. This section includes the following parts:

- What I did in this project this year
- Animal care & management
- Animal behavior observations
- Project finances
- Other clubs and projects

What I did in this project this year

The following page is where you can list what you did in this 4-H project. Don't forget to include these types of 4-H events and activities you might have done this year:

- Events participated in
- Leadership roles - such as offices held, committees led
- Shows & competitions (be sure to list identification of the animal entered, the class entered, and the number in the class)
- Club meetings, special meetings & clinics
- Community service
- Public Speaking
- Field trips
- County 4-H Fair
- Awards or recognition earned



Name of event/activity	**Date & Location**	**What I did**	**Level (Club, County, State, National)**	**Award or Recognition Earned?**
Example: Invitational Herpetology Show	*1/1/2000 Somewhere, New Jersey*	*Entered a snake, 5 other entries in the class*	*Club*	*Excellent*
Example: Visited a 2nd grade class with the club	*12/15/98 ABC School, Anytown*	*I brought my animals for the students to see and explained what my snake eats.*	*Club*	*Received a thank-you letter from the students*

(Add other pages if necessary)

Inventory of Animals

Use this chart to keep track of all of your project animals. At the beginning of the year, write down all the animals you own. Throughout the year, you may acquire new animals. These animals may be purchased, traded, or even born from animals you already own. Be sure to add the animals acquired during the year to this list. If you purchased the animal, the cost of the animal should be included under *(E3) Other Expenses* on page 13. Also indicate whether any of the animals were sold, traded, or died during the 4-H year. If you sold an animal, record the sale under *Income* on page 14. At the end of the year you will have a complete list of the animals you owned during this project year.

Type of animal	**Sex**	**Date Acquired**	**Date of birth or approx. age when acquired**	**Source of animal (Breeder, Etc.)**	**Why no longer a owned and date left**
Example: Iguana	*Male*	*1/30/2000*	*6 months*	*Pet store*	*Traded to a friend 3/5/2001*
Example: Red-ear Slider Turtle		*3/5/2001*	*3 years old*	*Traded with a friend*	

(Add other pages if necessary)

Animal Care & Management

Because your project is a living creature, it requires regular care and management. Here is the place to explain what you regularly do for or with your animal on a daily, weekly, monthly, and yearly basis. Be as specific as possible.



Do not forget to list the following:

- Feeding and watering practices
- Clean and disinfect cage, food/water containers

What I do for/with my project animal(s) . . .
Daily
Weekly
Monthly
Yearly

Animal Observations

In the Herpetology project, the animals have unique behaviors. List observations of your project animals or any animals you observed in nature. Be sure to include things like shedding.

Date Observed	**Type of Animal**	**Behavior Observed**
Example: 5/16/2001	*Bullfrog*	*Jumps in the pond to avoid danger and hides in the mud.*
Example: 6/7/2001	*Black Rat Snake*	*Catches a mouse*

(Add other pages if necessary)

Project Finances



It is likely that you spent money on your 4-H project this year. This section will help you add up what it cost to complete your project.

(E) Expenses

This section is where you can keep track of what you purchased and the other materials, supplies, and equipment you purchased or used for your project and what it cost to use. Feel free to add more copies of these pages if necessary.

Expenses are divided into four categories (E 1, 2, 3, 4):

- Feed expenses (Remember the cost of feed = number of pounds of feed x price per pound. Also, when home-grown feeds are used, list feed cost at market value.)
- Equipment expenses (including hardware for repair of pens)
- Other expenses (such as purchasing animals, show registration fees, transportation)
- Health/Medical expenses (including veterinary and medicine)

(E1) Feed Expenses

Date	Description of expense (include quantities)	Cost ($)
11/1/2000	*Example: 2 dozen crickets*	*$2.00*

Date	**Description of expense (include quantities)**	**Cost ($)**
E1 Total	(Add up all expenses from above and put number in box at right)	

(E2) Equipment expenses

Date	Description of expense (include quantities)	Cost ($)
12/5/2000	*Example: Aquarium wire cover*	*$4.85*
E2 Total	(Add up all expenses from above and put number in box at right)	

(E3) Other Expenses (such as shows and transportation)

Date	Description of expense (include quantities)	Cost ($)
1/6/2001	*Example: Gloucester County 4-H Show entry fees*	*$4.00*
E3 Total	(Add up all expenses from above and put number in box at right)	

(E4) Health/Medical expenses (including veterinarian & medicine)

Date	Description of expense	Cost ($)
3/16/2001	*Example: Vet visit because iguana not eating*	*$40.00*
E4 Total (Add up all expenses from above and put number in box at right)		

(I) Income

List any income received from your project this year. For instance, sales of any project-related items or cash prizes from contests or exhibitions. Income may also include live animals sold. It is quite likely your project had no income. If so, enter "None" under description and "0" under "Total Income."

Date	Description of income (include quantities)	Income ($)
1/6/2001	*Example: Sold 2 lizards*	*$15.00*
Total Income (Add up all income from above and put number in box at right)		

Total Project Cost or Profit



If your project earned more than it cost, then your project made a profit. But this is not likely so don't worry if your project did not make money! The important point to learn is that most activities have costs. Therefore, you must be careful to spend money wisely.

More likely, you spent more on your 4-H project than you earned from it. Therefore, "expenses" minus "income" is the total (or "net") cost of your project.

Total Expenses (Includes value of equipment and project animals)	
Total Feed Expenses (**E1** page 12)	$
Total Equipment Expenses (**E2** page 13)	$
Total Other Expenses (**E3** page 13)	$
Total Health/Medical Expenses (**E4** page 14)	$
Total Expenses (Add up all expenses and put number in box at right)	$

Net Project Cost (N)	
Total Expenses (**E**, from above)	$
Total Income (**I**, from page 14)	$
Net Project Cost (Subtract Total Income from Total Expenses and put number in box at right)	$

Example:

Total Expenses (E)	**minus Total Income (I)**	**= Net Project Cost (N)**
Example: $150.00	*$25.00*	*$125 (a project cost of $125)*

Other clubs and projects

List any other clubs and projects you participated in during the past year.

Club name	**Project(s)**

Looking Back

What I learned this year

This section is to be completed at the end of the 4-H year. It is meant to help you look back on all that you learned during the past year. This section includes the following parts:

- My goals completed
- A summary of knowledge and skills I gained
- The three most important things I learned
- Telling my story



My goals completed

Look back on the goals you set for yourself at the beginning of the year. How well did you meet those goals? Use the space below to tell how well you did in reaching your goals. If you added new goals during the year, also included them below.

My goals for this year	**How well did each goal get met?**
Example: I will learn how to give a public presentation.	*I attended county public presentation workshop. I had to change my topic three times. I should have practiced my presentation more before I gave it at the club meeting. I will start planning and practicing earlier next year!*

Knowledge and Skills I Gained

There are many things to learn in 4-H. Check each item below that you learned or improved in 4-H during the past year.

I learned or improved my ability to...

HEAD (*Independence*)

- ☐ try something new
- ☐ set goals for myself
- ☐ plan a project
- ☐ keep myself organized
- ☐ keep track of finances
- ☐ keep records of my work
- ☐ gain knowledge of my project
- ☐ get more information about something I am interested in
- ☐ use resources wisely
- ☐ participate in a business meeting
- ☐ run a business meeting
- ☐ make wise choices and decisions
- ☐ solve problems
- ☐ learn from my mistakes
- ☐ understand that it's ok to change my mind if I need to
- ☐ pay attention to instructions

HEART (*Belonging*)

- ☐ speak confidently in front of a group
- ☐ give a public presentation
- ☐ share my feelings or point of view
- ☐ make myself understood without bullying or being loud
- ☐ listen to other people
- ☐ respect someone else's feelings
- ☐ resolve differences of opinion
- ☐ appreciate my cultural heritage
- ☐ accept people who are different from me
- ☐ get along with other kids
- ☐ make others feel welcome
- ☐ stand up for others
- ☐ make new friends
- ☐ appreciate the importance of friendships in my life

My grade in school:_____

Number of years in 4-H _____

HANDS (*Generosity*)

- ☐ work with others
- ☐ work within a group
- ☐ work within a committee
- ☐ work with adults
- ☐ get past differences to reach a goal
- ☐ help others succeed
- ☐ make something with my hands
- ☐ explore a career interest
- ☐ follow directions
- ☐ lead others
- ☐ find ways to make a positive contribution to society
- ☐ understand the importance of community service
- ☐ see that my efforts can make a difference
- ☐ take the initiative to start something on my own

HEALTH (*Mastery*)

- ☐ understand my strengths and weaknesses
- ☐ finish something I started
- ☐ be proud of my accomplishments
- ☐ accept change
- ☐ see that my character can effect a situation
- ☐ take responsibility for my own words and actions
- ☐ deal with winning and losing gracefully
- ☐ be careful and practice safety
- ☐ appreciate the importance of good health
- ☐ stay healthy
- ☐ feel good about myself

Other: _____

_____

_____

_____

The three most important things I learned



Even if you learned a lot of different things in 4-H, think of what was the most important for you. Then, list the three most important things you learned in this project during the past year in the boxes below. For instance, I learned when my snake sheds, I learned that working with senior citizens is challenging but also fun, I learned to speak in front of my club without being afraid.

The three most important things I learned in this project during the past year were . . .
1.
2.
3.

Telling my story

Keeping in mind the knowledge and skills you said you learned from the items you checked above, write a story that explains what you gained this past year in 4-H. Use specific examples that are unique to you whenever possible. Feel free to relate what you learned in 4-H to school, family, or other activities in your life. Use extra pages if needed. Attach photos or clippings on additional pages of this book if it helps tell your story better. Don't forget to label them with captions if you do.



4-H is proud of what 4-H members learn and sometimes likes to use excerpts (parts) of stories 4-H'ers write in 4-H publicity. If you do not want your information shared, please let us know by checking the boxes below:

9 Do not use my story for any 4-H publicity.

9 If you use my story, do not credit my name.

My 4-H Story

(Continue 4-H story on next page.)

(Continue 4-H story below or attach additional pages if necessary.)

Thinking Ahead

My goals for next year

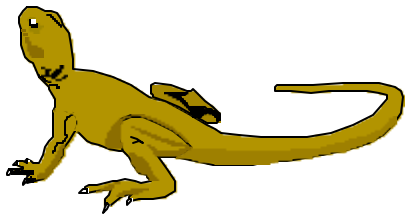


Now is a good time to begin thinking about what you'd like to do or learn in 4-H next year. List some of your goals for next year and what plan you have to accomplish your goals.

My goal for next year	What I need to do to reach this goal

Feel free to attach additional pages to this record book if needed.

Appendix



The Appendix contains the following parts:

- Herpetology Knowledge & Skills
- Personal Development Activities

Herpetology Knowledge & Skills

During each year, members may choose several Herpetology knowledge and skill goals. Do not be afraid to challenge yourself!

Item #	Herpetology Knowledge or Skill
H-1	Determine the basic requirements for amphibians and reptiles.
H-2	Learn the various heating requirements for amphibians and reptiles.
H-3	Identify various heat sources for amphibians and reptiles.
H-4	Learn various humidity requirements for amphibians and reptiles.
H-5	Identify various sources for providing humidity
H-6	Identify equipment needed to raise an amphibian or reptile.
H-7	Determine the depreciation of equipment.
H-8	Design an amphibian habitat.
H-9	Design a snake habitat.
H-10	Design a lizard habitat.
H-11	Build a snake box.
H-12	Make an amphibian aquarium.
H-13	Describe the natural habitat of a amphibian or reptile.
H-14	Describe the role of reptiles and amphibians in the ecosystem.
H-15	Identify types of snakes.
H-16	Learn how to identify poisonous from non-poisons snakes.
H-17	Learn the purpose of shedding
H-18	Learn the different process of shedding
H-19	Learn about the species of snakes found in New Jersey.
H-20	Identify a snake skin and with common and Latin name.

H-21	Determine the age of a turtle.
H-22	Identify different species of turtles.
H-23	Identify different types of frogs or toads.
H-24	Identify different species of lizards.
H-25	Determine the types of foods eaten amphibians and reptiles.
H-26	Identify the parts of an amphibian or reptiles digestive system.
H-27	Make a poster describing the life cycle of a salamander or frog.
H-28	Learn about an amphibian species found in New Jersey.
H-29	Learn about a lizard species found in New Jersey.
H-30	Compare different types of turtle shells.
H-31	Learn about the type of foods eaten by turtles.
H-32	Learn about careers related to wildlife.

If the above skill have all been accomplished, develop some of your own. You may also choose any special skill not listed above.

Personal Development Activities

During each year, members may also choose several personal development goals. Do not be afraid to challenge yourself!

Item #	Personal Development Activity
PD-1	Participate in a community service project (such as a food drive, community clean-up, etc.).
PD-2	Participate in a community pride project (such as a parade or community day).
PD-3	Help prepare a display or booth relating to Herpetology.
PD-4	Serve as a member of a club committee
PD-5	Attend 4-H Camp.
PD-6	Participate in your county fair.
PD-7	Assist at a 4-H Herpetology show.
PD-8	Serve as a host for a 4-H meeting, making everyone welcome.
PD-9	Provide refreshments for a club meeting.
PD-10	Help plan a fun activity for your club.
PD-11	Help with club/county 4-H fund raisers.
PD-12	Write a newspaper story for your club about an event you have participated in.
PD-13	Serve as a chairperson of a club committee.
PD-14	Arrange for a speaker to talk to your club.
PD-15	Make arrangements for your club to go on a field trip.
PD-16	Attend Citizenship Washington Focus (CWF)
PD-17	Attend National 4-H Youth Congress.
PD-18	Attend National 4-H Conference.
PD-19	Explore careers in Herpetology.
PD-20	Assist a younger member in preparing a public presentation.
PD-21	Assist a younger member at a Herpetology show.

If the above activities have all been accomplished, develop some of your own. You may also choose any special activities not listed above.

The 4-H Pledge

I PLEDGE . . .
. . . my HEAD to clearer thinking,
. . . my HEART to greater loyalty,
. . . my HANDS to larger service,
. . . and my HEALTH to better living,
for my club, my community,
my country, and my world.



4-H Motto

"To Make the Best, Better"

4-H Slogan

"Learning by Doing"

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