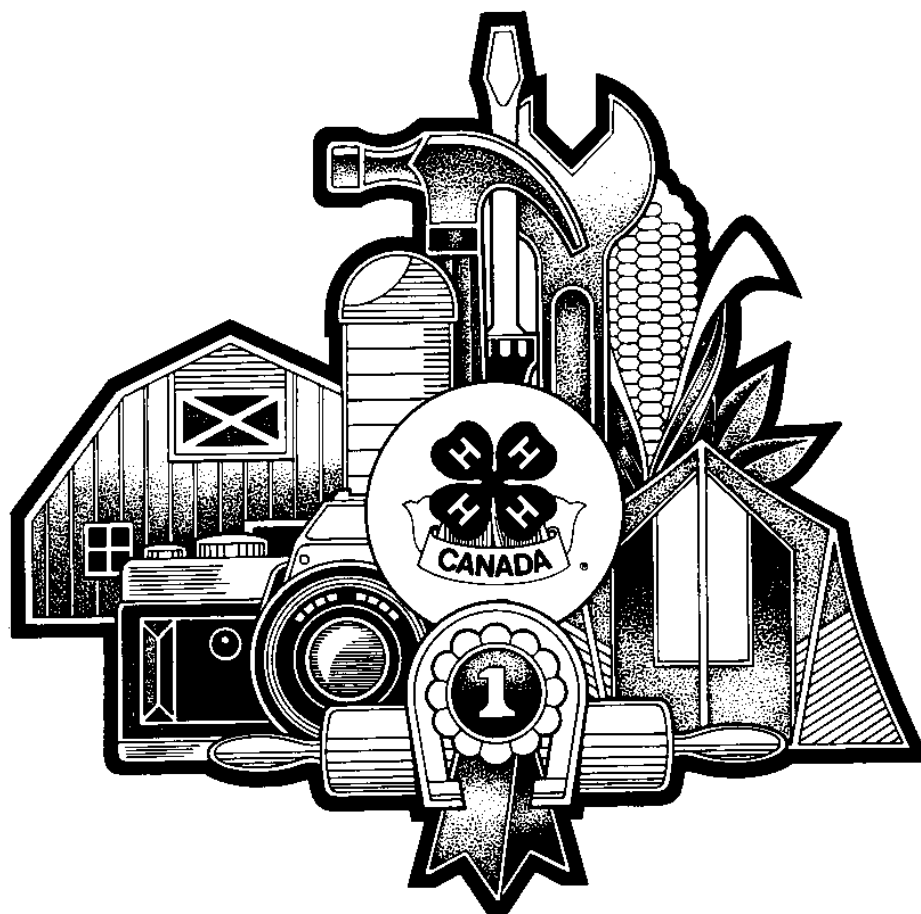


B.C. 4-H Senior Management Project Record Book for Non Livestock



Ministry of
Agriculture



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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.*

Senior Management Project Objectives

- To challenge 4-H senior members who have acquired the basic skills of project work to proceed with the more complex task of multiple project management.
- To provide more detailed and thorough records of multiple project management over a 12 month period.

Procedure for approval and marking of Senior Management projects.

- When the member has decided on a senior management project his/her record book along with a written plan (page 5) and including the score card (page 1) must be submitted to the leader for approval. The leader will then send the record book to:

**Youth Development Programs
BC Ministry of Agriculture
1767 Angus Campbell Road
Abbotsford, BC, V3G 2M3
Fax : 604-556-3030**

for approval. Ensure that the Leader's name and complete address is filled out as this is where the book will be returned to after approval.

The complete book and the score card should be returned to for marking after completion of the project.

Leader/Project Advisor: Name: _____
Address: _____

Phone: _____

About Your Record Book

This record book is intended for the use of the senior member who has completed at least two years of senior project work. Having thereby acquired the essential skills and experience, you are now ready to proceed with the more complex task of multiple project management.

What is involved in a good record book?

To achieve, the record book must be completed. The book must be accurate, neat, and complete and it should be your book. Be original and personal in the information you keep in your book.

Why do we keep records in 4-H?

- To record information about your project.
- To record the work you have done.
- To learn the importance of keeping accurate records in any business.
- So you can see the actual costs involved. Without records, you cannot accurately tell how much of a gain or loss you have made on your investment.

Hints for Keeping Good Records

1. Read the instructions carefully. Make sure that you know in advance which records you must keep.
2. Keep your records up to date!
3. Do all calculations on scratch paper. When you are sure they are correct, transfer to the record book.
4. Start your records as soon as you have chosen your project. Remember that you are required to keep records for 12 months.
5. Identify all your equipment/supplies in the beginning inventory. Identify any purchases or losses you had during the project year. In your final inventory, identify any supplies or equipment you have on hand. Remember to depreciate any equipment for your final inventory.
6. Include all costs, no matter how small. This will give you a true picture of the actual value.

Senior Management Projects

A senior management project is a multiple project consisting of several advanced skills of the particular project.

A senior management project consists of twelve months of record keeping using this record book as a basis. The specific regulations for each project list the unit number and description of the project. Where the project is only carried for a period shorter than 12 months the member would include two or more projects in the one year.

Records are invaluable, not only for day to day decision making, but also for evaluation of management practices and long range planning. Keeping records is good business training. They are basic to success and can make the difference between profit and loss.

Make sure that your records are accurate. Tools, Equipment, etc. should be entered at actual costs.

Please add labelled photos of your project to your record book.

Approval of Project

Youth Development Staff must approve your senior management project. A written proposal describing your project and accompanied by a senior management score card must be sent to the YDP staff person designated on the scorecard. Send this proposal to be approved early enough in the 4-H year to allow for a four to six week turn around.

Inspection of Project

Your project must be inspected three times by your leader or someone designated by him/her over the 12 month period of your project.

Completion of Project

Upon completion of the record book turn it in to your project leader who will certify your work, and, in turn, will forward it to the YDP staff person responsible for senior management projects.

Inventory

An inventory is a simple list of the amount, condition, and value of tools, equipment, and supplies you have on hand at any given time. For the purpose of keeping track of changes during the term of the project, you must have a beginning and a closing inventory.

Your beginning inventory will be a record of everything you had when you started the project. Your closing inventory will list everything you had at the end of the project year –including anything new you acquired. Value each new item at the price you paid for it or at an estimated selling price for your used items (if you were to sell it). Remember that equipment will wear out and need to be replaced so consequently its value at the end of the year will be less than at the beginning. This is called “depreciation”. Allow at least 10 percent depreciation per year on most tools and equipment.

Your closing inventory from your previous 4-H year may be used as your beginning inventory for the new year.

Inventory (make extra copies if you have more than four projects)

Equipment, Tools, Supplies	Beginning Inventory	Closing Inventory
	Date Started: _____	Date Closed: _____
	Cost or Value	Cost or Value
Totals	\$	\$

Miscellaneous Costs

Transportation, show fees, registration fees, labour, rent, etc.

Date	Type of Cost	Amount
		\$
		Total Costs

Income Earned

Add more pages if necessary

Date	Prize Money	Sale of Equipment	Sale of Project(s)	
Totals	\$	\$	\$	\$
				\$
				Total Income

Project Summary

A. Income

1. Closing Inventory:	Project	_____
	Equipment	_____
	Supplies	_____
2. Income Earned:		_____
	Grand Total A	_____

B. Expenses

1. Beginning Inventory:	Project	_____
	Equipment / Supplies	_____
4. Miscellaneous Costs – total		_____
	Grand Total B	_____
Profit or Loss (Total A – Total B)		_____



Achievement Presentation

Senior management projects do not have to be exhibited at the club's achievement day. What can you do instead?

Explain your project to others by:

- Demonstration
- Speech
- Display
- Newspaper report
- Other

You could do this at a club meeting or field day. Explain briefly, how you told other 4-Her's in your club and district what you learned in your Senior Management project (*Please write this report on a separate piece of paper and include it in your project record book.*)

Important Project Activities

The purpose of this page (*done separately and added*) is to provide a commentary on your project activities. Include all important happenings or changes in plans.

Project Story

On a *separate piece of paper*, write the story of your year's project. Do not review what you have already reported on. Do discuss your successes and mistakes with the project, how you felt about it, what you learned and who helped you. Also include any changes you would make if you were to repeat the project and what are your plans for next year.

Clipping Page

Please include at least one page of pictures of your project throughout the year. Pictures are a great addition to any record book and make it easier for the reader to assimilate the information.

Evaluation

1. **Member's Self Evaluation** – discuss what this project has taught you in terms of self reliance, responsibility, time management, etc.

Date _____ Member's Signature _____

2. **Leader's Comments** – fill in on the Score Card
I recommend do not recommend that this member receive a Senior Management Certificate in this project.

Date _____ Leader's Signature _____

3. **Marker's Comments** – (Youth Development Program Staff)

I recommend do not recommend that this member receive a Senior Management Certificate in this project.

Date _____ Marker's Signature _____