

RECORD BOOK

for

4-H Boys' and Girls' Crops Clubs



Kind of Club.....Year.....

Name of Member.....Age.....

County.....P. O.....R. F. D.....

Name of Community.....

Name of Local Club.....

Name of Local Leader.....

Detach Final Report Blank
and
Give to Local Club Leader
by
November First

MONTANA. EXTENSION SERVICE IN AGRICULTURE AND HOME ECONOMICS
J. C. TAYLOR, DIRECTOR

Montana State College and United States Department of Agriculture, Cooperating
Acts of Congress, May 8 and June 30, 1914

Instructions on Keeping Records

1. This Record Book may be used for all 4-H Crop Club work, including corn, potato, garden, bean and beet clubs.
2. The keeping of this Record Book is required of all 4-H Crop Club members. It is simply arranged so that if properly kept the making out of the Final Report Blank will be a small task.
3. **Labor:** Cost of labor includes man and horse labor. Horse hour means the use of one horse for one hour. Man hour means the use of one man for one hour. For example, one man plowing with four horses for nine hours would be recorded "plowing—nine man hours and 36 horse hours." Charge 15c, 20c or 25c an hour for labor of club member, depending upon age and average earning ability. Hired labor, including help from parents, charge at actual amount paid or at least 25c an hour. All work done, such as preparation of soil, planting, cultivating, watering, harvesting, marketing and storing should be charged to labor.
4. **Fertilizer:** Manure \$1.00 for two horse load or 50c for one horse load. Charge only one-half of the value of this manure unless the previous crop was also fertilized. Commercial fertilizer should be charged at actual cost.

Water: Charge actual cost.
5. **Use of Machinery:** Charge actual cost of hired machinery, and for own machinery 5c for each hour of horse labor.
6. **Cost of Seed, etc.:** For seed, twine, sacks and other items charge actual amount paid, or market value less cost of transportation if produced on the farm.
7. **Rent of Land:** When land is rented, charge rent actually paid. On father's farm charge 10% of value of land (10% covering interest, taxes and fences).

Read Entire Book Through Before Starting to Make Entries.

Kind of Club.....No. of Demonstration.....

date record started.....Date record ended.....

TABLE I—RECEIPTS

Show here all sales made from crop enterprise; the value of produce used at home; any left for seed, feed, etc. It is advisable to list receipts from each of the above items separately.

[illegible]

(Carry total forward to next page)

TABLE II—SUMMARY OF RECEIPTS

Item	Amount Received	
	\$	c
Amount received from sale of crop.....		
Value of products used at home.....		
Value of products on hand.....		
Other receipts		
Total receipts.....		

TABLE III—LABOR RECORD

Show here all work done on the crop. See Page 2 for instructions. Each time any work is done in the field make a record of it below, using one line for each kind of work.

Date	Kind of Work	Hours of Work		
		Self	Hired	Horse
	Plowing.....			
	Harrowing.....			
	Total.....			

TABLE III—LABOR RECORD (Continued)

Date	Kind of Work	Hours of Work		
		Self	Hired	Horse
	Planting.....			
	Cultivating.....			
	Harvesting.....			
	Irrigating.....			
	Total.....			

TABLE IV—SUMMARY OF LABOR COST

Kind	Total Hrs.	Rate per Hr.	Cost
Own labor			
Hired labor			
Horse labor			
Contract labor			
Total cost of labor.....			\$.....

TABLE V—COST OF MATERIALS

Item	Amt. Paid or Charged	
	\$	c
Seed		
Seed treatment material		
Fertilizer		
Twine		
Sacks and boxes		
Water rent		
Rent of land		
Miscellaneous material		
.....		
.....		
.....		
Total cost of materials.....		

TABLE VI—MISCELLANEOUS EXPENSE

Item	Amt. Paid or Charged	
	\$	c
Machinery hired		
Use of own machinery (5c per hour).....		
Other miscellaneous expenses		
.....		
.....		
.....		
.....		
.....		
.....		
Total miscellaneous expenses.....		

TABLE VII—YIELD OF CROP

Item	Pounds or Bushels*
Marketable products	
Cull products	
Seed products	
Total yield.....	

*Indicate which.

TABLE VIII—INFORMATION ON CROP AND FIELD

Fill in following blanks as work on crop progresses:

I. Seed:

Kind of crop..... Variety of seed.....
Was it registered?..... From whom did you get your seed.....
..... Address.....
What was the per cent of germination?..... Did you treat
your seed?..... For what?.....
What did you use?..... No. varieties vegetable
planted (for garden club only).....

II. Field:

No acres planted..... On what kind of soil.....
What crop was on land last year?..... Kind of fertilizer
(manure) used on land last year..... How much
..... Kind of fertilizer (manure) used on land this
year..... How much?.....
What treatment was given field previous to planting crop?.....

III. Planting:

Date crop was planted?..... Amount of seed
per acre..... Distance between rows.....
Distance between plants or hills..... Did you secure
a good stand?.....

IV. Irrigation:

Did you irrigate your crop?..... How many times?.....
Give approximate dates.....

V. Cultivation:

How many times did you cultivate your crop?.....
What implements did you use in cultivating?.....

VI. Damage to Crop: (Insect, rodents, frost, hail, etc).

What kind?..... Amount of injury.....
What treatment did you use?.....

VII. Harvesting:

Date of harvest..... Did you select seed for
next year?..... How many bushels of seed selected
..... What method was used for storing seed?.....

FINANCIAL STATEMENT

When demonstration is finished fill in this page from records of preceding pages.

Expenses

Cost of labor (Table IV) \$.....

Cost of materials (Table V).....

Miscellaneous expenses (Table VI)

Total expenses..... \$.....

Receipts

Value of crop sold \$.....

Value of products used at home.....

Value of products on hand.....

Miscellaneous receipts

Total receipts..... \$.....

Profit or Loss (receipts less expenses)..... \$.....

Cash value of prizes won..... \$.....

SHOW RECORD

[illegible]

4-H CLUB NOTES

Use this space for recording assignments, club activities in which you participated and notes to be used in writing your 4-H Club Story.

4-H CLUB NOTES (Continued)

VISITORS' RECORD

[illegible]

FINAL REPORT BLANK

Club members are to fill out this blank, cut from Record Book and give to local Club Leader by November first.

1. Kind of club..... No. of demonstration.....
2. Record started..... Record ended.....
3. Variety of seed..... No. acres planted.....
4. Name of club member.....
5. Address County.....
6. Date of birth..... No. years in club work?.....
7. Name of 4-H Club.....
8. Name of local leader.....
9. Offices held in club.....
10. No. times took part on 4-H Club program.....
11. Member of judging or demonstration team?.....
12. What kind?
13. Have you won a 4-H Club scholarship?.....
When?.....
14. Visits on 4-H Club business to your home by: Local leader—No. times.....
.....; County Extension Agent—No. times.....
Other people—No. times.....
15. To how many people did you demonstrate or show a good crops practice used by you in your 4-H crops club work?.....
16. Date crop was planted..... Amount of seed per acre.....
17. From whom did you get your seed?.....
18. No. times crop was cultivated.....
19. Give names of cultivating machines used.....
.....
20. Did you select seed for next year?..... When?.....
How much?.....
21. Yield of crop:

Marketable products	*lbs. or bu.
Cull products	 lbs. or bu.
Seed products	 lbs. or bu.
22. Did you make application as an approved seed grower?.....
23. Did field pass the field inspection?.....
24. Did seed pass inspection?.....
25. Was seed sold as approved seed under official tag?.....

*Indicate which.

FINANCIAL STATEMENT

Fill in the following from record on preceding pages:

Expenses

Cost of labor (Table IV) \$.....
 Cost of materials (Table V)
 Miscellaneous expenses (Table VI)
 Total expenses..... \$.....

Receipts

Value of crop sold \$.....
 Value of products used at home.....
 Value of products on hand
 Miscellaneous receipts
 Total receipts..... \$.....
 Profit or Loss (receipts less expenses) \$.....
 Cash value of prizes won \$.....

SHOW RECORD

Date	Where Shown	Placing	Premium

This is a complete and accurate report of my 4-H Club Work.

Approved:

.....
 Signature of Club Member.

.....
 Signature of Local Leader.

COMPUTING BUSHELS EAR CORN IN CRIB OR WAGON BOX

Rectangular Crib:

Find cubic feet of corn in crib or box by multiplying length by the width by the height of corn in crib or box and divide by $2\frac{1}{2}$ to find bushels.

Round Crib:

Find cubic feet in crib by multiplying distance around crib by height of corn in crib by $\frac{2}{25}$ of distance around crib and divide by $2\frac{1}{2}$ to find bushels.

Two bushels of ear corn by measure are ordinarily required to make one bushel of shelled corn. By weight 70 pounds of ear corn usually equals 56 pounds (one bushel) of shelled corn.

REQUIREMENTS FOR A STANDARD 4-H CLUB

1. At least five members, age ten to twenty years inclusive, working on the same project.
2. A local leader in charge.
3. The membership organized into a club with a constitution and officers.
4. A definite program of work including at least six club meetings.
5. A local exhibit in which at least 85 per cent of the club membership shall exhibit.
6. A judging or demonstration team.
7. An Achievement Day Program.
8. Final reports from at least 85 per cent of the club membership.