

Morris County 4-H Seeing Eye Puppy Project Record Book



Member Name _____

Birth Date ____ / ____ / ____ Grade ____ 4-H County _____

Address _____

City _____ State _____ Zip _____

Phone Number _____ Years in Project _____



Written by

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Based on the New Jersey trial version of “My 4-H Seeing Eye Puppy Project Record Book”
and the “Morris County 4-H Morris Marksmen Club Project Record Book”.

Visit NJ 4-H online at: www.nj4h.rutgers.edu

October 2, 2014



Morris County 4-H



Seeing Eye Puppy Project Record Book

Member Name:		
Birth date: mm/dd/yy	Age Group (check one): <input type="checkbox"/> Junior (8-10) <input type="checkbox"/> Intermediate (11-13) <input type="checkbox"/> Senior (14-18)	Age: Grade:
Club Name:	Club Leaders:	County:
This record contains project information on the following: Name of Puppy _____ Breed _____ <input type="checkbox"/> Male <input type="checkbox"/> Female Puppy's Birth Date _____ Tattoo Number _____ Date Placed _____ Date Returned to The Seeing Eye _____		
Date record started	Date record completed	

Table of Contents

This record book is organized into 9 sections:

Section 1.....	Introduction.....	Page 2
Section 2.....	Starting Out – My Goals for this 4-H Year.....	Page 3
Section 3.....	Along the Way – Keeping track of what I Do.....	Page 4
	Special Awards and Recognition	
	Puppy Sitting Log	
Section 4.....	Puppy Training Checklist.....	Page 10
	Puppy Manners and Behaviors	
	Puppy Exposure	
Section 5.....	Income and Expenses.....	Page 17
Section 6.....	Puppy Photos	Page 18
Section 7.....	Looking Back – Project Evaluation.....	Page 19
	Knowledge and Skills I Gained	
	My 4-H Story	
Section 8.....	Thinking Ahead – My Goals for next year.....	Page 25
Section 9.....	Project Completion Signatures.....	Page 26

4-H Puppy Raising Objectives

- To help and support others in their puppy raising experience to create a more successful training group
- To educate the public about our puppy raising program and why we do it
- To expose our puppy at all ages to everything that we can to increase their confidence and level of experience
- To train a successful guide dog that will give independence and freedom to someone in need!

Introduction

When do I use this 4-H record book?

This project record book has been created specifically for members enrolled in the 4-H Seeing Eye Puppy 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 dog.

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. 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
- 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.

Member in good standing requirements

All 4-H members are expected to meet the following standards each year.

- 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.
- Give a club or county 4-H public presentation.
- Complete a project record book (like this one).

Starting Out - My goals for the 4-H year

What do you want to learn by raising a Seeing Eye Puppy? List three goals that you wish to achieve this year.

My goals for this year	What I need to do to reach this goal
<i>Example: I will learn how to run a 4-H Meeting</i>	<i>Have my leader and parents help me organize one. Practice. Take a turn running a club meeting.</i>

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
Parent signature	Date
4-H Leader signature	Date

Along the Way - Keeping track of what I do

What I did in my project this year

List the results from being in this project this year. See “What is a 4-H project?” in the “Introduction” section for examples, if needed. Attach extra pages as needed.

Examples:

**Attending club exposure outings & demos*

**Attending club field trips*

**Attending state or national level events, such as the State Dog Show, Public Presentations, etc*

**Attending the annual 4-H Fair*

Example:

Activity/Event	<i>National Night Out</i>
Date and Location	<i>August 2014/Mennen Arena</i>
What we did	<i>Interact with the public-answering questions about puppy raising</i>
How my puppy reacted	<i>Calm, friendly</i>

Activity/Event	
Date and Location	
What we did	
How my puppy reacted	

Activity/Event	
Date and Location	
What we did	
How my puppy reacted	

Activity/Event	
Date and Location	
What we did	
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Activity/Event	
Date and Location	
What we did	
How my puppy reacted	

Activity/Event	
Date and Location	
What we did	
How my puppy reacted	

Special Awards and Recognition

Puppy Sitting Log

Puppy sitting is an important part of the puppy raising experience. It allows the puppy raisers to see the difference between individual puppies and learn how to deal with dogs that could be more difficult than your own. Please log the dates you had a different puppy, the breed, name, age, and what you did with that puppy. Attach more pages as needed.

Name of Puppy _____

Breed _____

Male Female

Date Puppy was Received _____

Date Puppy was Picked Up _____

What I did with this Puppy:

Name of Puppy _____

Breed _____

Male Female

Date Puppy was Received _____

Date Puppy was Picked Up _____

What I did with this Puppy:

Seeing Eye Puppy Project Puppy Training Checklist

It is important that your puppy have good house manners and acts appropriately while in public. Teaching your puppy certain commands will help you reach your goals in the puppy training process and assure that your puppy is successful in all situations. Indicate your puppy's progress at the following commands and behaviors.

Commands	Accomplished?		Comments
	Yes	No	
No			
Sit			
Down			
Come			
Stay Back			
Go to your place			
Rest			
Forward			
Come and Sit			
Figure Eight			
Come on Long Lead			

Behavior	Accomplished?		Comments
	Yes	No	
Responds to "Park Time" on leash			
Sit and waits for mealtime			
Sits at the door			
Sits to get into the car			
Lays quietly during mealtime			
Responds to commands at club meetings/in public			
Does not dive for food or trash on floor			

Walking on Leash	Accomplished?		Comments
	Yes	No	
Walks on left side			
Steady even pull			

Grooming	Accomplished?		Comments
	Yes	No	
Stands for grooming			
Accepts handling and brushing			
Accepts nail trims			
Accepts cleaning of ears and teeth			

Stairs	Accomplished?		Comments
	Yes	No	
Up and down at a steady, even pace			
Uses open back stairs			

Car/General Travel	Accomplished?		Comments
	Yes	No	
Lays on the floor			
Calm and relaxed			
Does not get car sick			

General Manners	Accomplished?		Comments
	Yes	No	
Crate trained			
Proper house manners			
Does not nip or lick			
Chews toys appropriately			
Does not jump on people or things			
Does not steal food or counter surf			
Does not get on furniture			
Plays appropriately			
Greets calmly			
Does not bark or whine			

General Experience/Exposure	Behaves (provide details)		
	Very well/confident	Decently/fairly confident	Needs improvement/shy or excitable
Unfamiliar adults			
Children			
Strange dogs			
Birds			
Squirrels			
Cats			
Other small animals			
At club meetings			
During exposure outings			
During new experiences			
General traffic			
Loud trucks			
Construction noises			
Walking in quiet town			
Walking in the city			
Walking on country roads			

Behavior in stores			
Behavior in malls			
Behavior in church			
Behavior at fairs			
Behavior during club demonstrations			
Behavior during dog shows			
Behavior on a bus			
Behavior on a train			
Behavior in an elevator			
Behavior in crowds			
Walking on slippery floors			
Walking over sidewalk grates/manhole covers			
Stops/pauses at curbs and stairs			

Income and Expenses

Income from The Seeing Eye food reimbursements:

1st Quarter Payment	2nd Quarter Payment
3rd Quarter Payment	4th Quarter Payment

Expenses for food and toys (estimates are acceptable):

1st Quarter Expenses	2nd Quarter Expenses
3rd Quarter Expenses	4th Quarter Expenses

Puppy Reports

State the date of completion for each of the following reports.

Report	Date Completed
Puppy Promise	
Six Month Report	
Twelve Month Report	
Final Report	

Photographs from your 4-H Project

A minimum of four pictures with a descriptive caption for each is required. Photos can be attached to the back of this page or at the end of the record book with a copy of your puppy's medical card. The medical card must be included in this record book.

Looking Back - Project Evaluation

Did you achieve the goals you listed at the beginning of the project?
Please explain.

What did you like most about your puppy raising experience this year?
Please describe.

What are the three most important things you have learned in this project during the past 4-H year?

1.

2.

3.

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...

<p>HEAD (<i>Independence</i>)</p> <p><input type="checkbox"/> try something new</p> <p><input type="checkbox"/> set goals for myself</p> <p><input type="checkbox"/> plan a project</p> <p><input type="checkbox"/> keep myself organized</p> <p><input type="checkbox"/> keep track of finances</p> <p><input type="checkbox"/> keep records of my work</p> <p><input type="checkbox"/> gain knowledge of my project</p> <p><input type="checkbox"/> get more information about something I am interested in</p> <p><input type="checkbox"/> use resources wisely</p> <p><input type="checkbox"/> participate in a business meeting</p> <p><input type="checkbox"/> run a business meeting</p> <p><input type="checkbox"/> make wise choices and decisions</p> <p><input type="checkbox"/> solve problems</p> <p><input type="checkbox"/> learn from my mistakes</p> <p><input type="checkbox"/> understand that it's ok to change my mind if I need to</p> <p><input type="checkbox"/> pay attention to instructions</p>	<p>HANDS (<i>Generosity</i>)</p> <p><input type="checkbox"/> work with others</p> <p><input type="checkbox"/> work within a group</p> <p><input type="checkbox"/> work within a committee</p> <p><input type="checkbox"/> work with adults</p> <p><input type="checkbox"/> get past differences to reach a goal</p> <p><input type="checkbox"/> help others succeed</p> <p><input type="checkbox"/> make something with my hands</p> <p><input type="checkbox"/> explore a career interest</p> <p><input type="checkbox"/> follow directions</p> <p><input type="checkbox"/> lead others</p> <p><input type="checkbox"/> find ways to make a positive contribution to society</p> <p><input type="checkbox"/> understand the importance of community service</p> <p><input type="checkbox"/> see that my efforts can make a difference</p> <p><input type="checkbox"/> take the initiative to start something on my own</p>
<p>HEART (<i>Belonging</i>)</p> <p><input type="checkbox"/> speak confidently in front of a group</p> <p><input type="checkbox"/> give a public presentation</p> <p><input type="checkbox"/> share my feelings or point of view</p> <p><input type="checkbox"/> make myself understood without bullying or being loud</p> <p><input type="checkbox"/> listen to other people</p> <p><input type="checkbox"/> respect someone else's feelings</p> <p><input type="checkbox"/> resolve differences of opinion</p> <p><input type="checkbox"/> appreciate my cultural heritage</p> <p><input type="checkbox"/> accept people who are different from me</p> <p><input type="checkbox"/> get along with other kids</p> <p><input type="checkbox"/> make others feel welcome</p> <p><input type="checkbox"/> stand up for others</p> <p><input type="checkbox"/> make new friends</p> <p><input type="checkbox"/> appreciate the importance of friendships in my life</p>	<p>HEALTH (<i>Mastery</i>)</p> <p><input type="checkbox"/> understand my strengths and weaknesses</p> <p><input type="checkbox"/> finish something I started</p> <p><input type="checkbox"/> be proud of my accomplishments</p> <p><input type="checkbox"/> accept change</p> <p><input type="checkbox"/> see that my character can effect a situation</p> <p><input type="checkbox"/> take responsibility for my own words and actions</p> <p><input type="checkbox"/> deal with winning and losing gracefully</p> <p><input type="checkbox"/> be careful and practice safety</p> <p><input type="checkbox"/> appreciate the importance of good health</p> <p><input type="checkbox"/> stay healthy</p> <p><input type="checkbox"/> feel good about myself</p>

Other:

My 4-H Story - Sample 4-H Story Project Guidelines

The 4-H story should be the fun part. Here is where you can tell about fun things that happened and what you learned from them.

- In general, your story should have two parts:
 - Part One: about the specific project
 - Part Two: about your experiences in 4-H outside of the project
- All stories should be 1 page or less.

Part One: Describe experiences associated with this 4-H project this year. You could include knowledge and skills you learned (other than what you listed in your project report). You could also describe how you have used problem solving or responsibility, practiced good sportsmanship or list possible careers related to this project that you may have interests in pursuing.

Part Two: Choose one or more of the **following 5 areas** and write about your experiences this year with that topic. Try to include things that you have not already written about in your project report or in Part 1. In your story tell how you are applying these 4-H lessons to change in your life and/or your community. You can include stories about how you have learned about these things from family, school, the community or other organizations, but most of the story should be on 4-H experiences

1. Communicating as Part of Leadership

Speaking in front of a group is an important aspect of leadership and a beneficial skill in general. The ability to listen to others and interpret body language and other forms of nonverbal communication are also important skills when it comes to leading a group. Describe your skills as a speaker and come up with at least two ways to improve your speaking and leadership skills.

2. Getting Along with Others

Leaders of a group must be able to understand and appreciate the people around them, both in the group and those met along the way. To be a leader in 4-H, trusting and supporting the individuals in the group is important. A leader must be charismatic and be able to have confidence in meeting new people, and have trust and acceptance towards others in the group. Describe how you have used or would like to use these skills when it comes to bonding within your group and making a difference in your community.

My 4-H Story - Sample 4-H Story Project Guidelines - Continued

3. The Ability to Learn as Part of Leadership

The desire to make changes and apply acquired knowledge to better the community around you are also important qualities of leadership. Though learning new things is not the only way to improve the functions of your group, creatively applying things that you already know is a good way to lead your club to success. Changing your attitude and taking a new outlook on certain things is also vital to leading and supporting your group. Explain how you have learned or taught others new things since becoming a member of this new 4-H Club.

4. Citizenship

Helping to make good decisions for your club is another important part of club leadership. Volunteering for things and representing peers and club members is a good way to increase your leadership skills and educate the public in the ways of your club and why what you do is important for society. Describe what you have learned in the process of participating in this club and how you feel it affects others.

5. Community Service

Write a brief narrative describing your community service experiences, both in 4-H or outside of the club. Describe your involvement in this community service project and what you have learned from it.

Sample 4-H Story (This story is from the 4-H Missouri site)

Part One:

I joined 4-H because a few of my friends were into it and they said it was fun. Even though I had never even heard of it before, I decided to go with them. 4-H involves experiencing many new activities and challenges me to do my best in many different areas. One of my favorite challenges this year is photography.

I got the opportunity to practice photography with the rest of my club. We learned as a group about the settings on our cameras, and we even took pictures together in the graveyard next to the church where we hold our meetings. We also had several meetings where we looked at each other's pictures and used constructive criticism to suggest improvements on those pictures. In this way, I evolved with my club as a better photographer, and I had a lot of fun along the way. I believe this will help me later on in life by allowing me to capture my memories with photos.

I did not spend very much money in the photography project, but I did spend many hours, in which I did a lot of hard work and had a great deal of fun. Not only did my experiences improve my skills, but I learned about working in groups as we worked together creating a club scrap book. I will be better prepared to work with others when I get older and enter "the real world." Without a doubt, being able to work with others will help me in bettering my community, country, and world.

Part Two:

Understanding Self

“I can’t do this. I don’t want to do this. I’m going to mess up.” These were the thoughts that ran through my head before speaking in front of large audiences. Throughout this year in 4-H, my public speaking skills have greatly improved. With my speech at achievement night, reasons at horse judging, introduction at camp, and final address when running for office, my skills dramatically improved and my fear diminished. Even when I did mess up, no one laughed or made fun of me. Each good job helped boost my confidence. My ultimate test came when I ran for office of the 4-H Council. When I made my speech during the end awards banquet, I began to get nervous. However, I remembered all of the other speeches I had given. I told myself I could succeed at conquering my fear of public speaking and I did.

Working with Others

4-H has offered a lot of ways to learn how to get along with one another. I have noticed that at every event I go to, there are always “get to know you” games. These are good icebreakers that help us realize what we have in common, and they sometimes let us learn new things about others. I have brought back skills from county 4-H events to other events in my life, such as social events at school or at our own 4-H club. I have also learned through my local 4-H club how to get along with others. We have a great group of kids and parents that communicate well and help each other out.

Thinking Ahead – Goals for next year

What do you want to achieve in the Puppy Raising Program next year? List two goals that you wish to achieve next year.

1.

2.

3.

Additional comments:

Project Completion Signatures

This project has been completed by the 4-H member and all information included is correct.

_____		_____	
4-H member's signature	Date	Parent's signature	Date

4-H leader's signature	Date		