



GUIDE FOR COMPLETING A 4-H RECORD BOOK

MARSHALL COUNTY

NEW Record
Book Forms
2009

4-H is an educational program. Through education in the 4-H Club it is the goal of the 4-H program to bring about desirable changes in skills, knowledge, and attitudes of its members. A 4-H project consists of a member's **goals**, what they have learned about that project area throughout the year, what they have done to reach their goals and the product (s) they produce in that project area from the beginning of the year to the end of the year.

A project is more than a fair exhibit. This Record Book Information Guide has been organized to help 4-H'ers know how to put together a 4-H record book, what should be included, what forms to use and what order the information should be arranged.

General Information

1. **Due date**-Record books should be turned in to the Extension office **by September 15th**.
2. **4-H age and grade**- As of last September 15
3. **Year in 4-H**
4. **Recognition/Awards Given**

Clover Kids- Kindergarten through third grade. Recognition: Recognized for turning in a record book

1st Year Pin- To 4-H'ers who have completed a record book in their first year of 4-H participation-4th-12th grades

Juniors- Fourth through sixth grade. Recognition:

Project Awards*

Citizenship- Outstanding participation throughout the year both in and out of 4-H.

Communication- Outstanding participation throughout the year both in and out of 4-H.

Intermediates- Seventh and eighth grades. Recognition:

Project Awards*

Leadership- Outstanding participation throughout the year both in and out of 4-H.

Citizenship- Outstanding participation throughout the year both in and out of 4-H.

Communication- Outstanding participation throughout the year both in and out of 4-H.

Seniors- Ninth through twelfth grades. Recognition:

Project Awards*

Leadership- Outstanding participation throughout the year both in and out of 4-H.

Citizenship- Outstanding participation throughout the year both in and out of 4-H.

Communication- Outstanding participation throughout the year both in and out of 4-H.

County Awards in Project Areas

Senior Trip Opportunity

Senior Achievement Award

AK-SAR-BEN Award

Participation Awards- 4th -12th grades. Based on information provided on the Youth and 4-H Summary for the 4-H year and includes club, home, school, and community activities participated in.

Eyeful Awards- Given to 4th-12th grade members who have turned in a neat and organized record book, which is enjoyable to look through. ie. Captions, photos, complete information, etc.

***Project Awards-** 4-H members can move up to higher award levels (A, B, C, D, E, F, G, H) in each project area by completing a designated number of communication, citizenship, and leadership activities.

Level A requires one communication activity.

Level B requires two communication activities, one citizenship activity and must search for additional information about the project area.

Level C requires one local club communication activity, one county or non 4-H communication activity, one citizenship activity, and one leadership activity.

Level D requires one county or non 4-H communication activity, one citizenship activity, one leadership activity, and must search for additional information about the project area.

Level E requires an interview, along with information on career development plan, species organization involvement, or marketing, etc.

Level F requires 20 hours of citizenship and/or leadership documented on the 4-H Citizenship/Leadership Log form.

Level G requires 40 hours of citizenship and/or leadership documented on the 4-H Citizenship/
Leadership Log form.

Level H requires 60 hours of citizenship and/or leadership documented on the 4-H Citizenship/
Leadership Log form.

Contact the Extension office if you have questions. 641-752-1551

Order of a Record Book

Cover: The cover needs to be an “official” record book cover (green), available at the Extension office, or a 3-ring binder with the same information listed: Name, Address, Club Name, County and State

“Face” page: Should include: (1) Your photo (preferably a head & shoulder photo); (2) Your name; (3) the 4-H year (2008-2009, for example); (4) Grade—at the beginning of the 4-H year (as of Sept. 15); (5) Age at the beginning of the 4-H year (As of Sept. 15); (6) Club Name

Youth and 4-H Summary: To open, click on the following link and then click on the 4-H Yearly Summary (found first on the list of record book forms) and it will open the summary as a word document that you may fill out. <http://www.extension.iastate.edu/4H/recordkeeping.htm>. Attach photos and clippings of your participation in club/county 4-H activities, not related to a project area. **Please note:** The current year's summary is stacked on top of the previous summaries and this section of the record book stays together as a unit.

Project Areas: Each project areas' information should be preceded by a divider with a tab that states the project area title. Project areas should be placed in record book in alphabetical order (ex. Aerospace, beef, photography, visual arts.) Each project area should include:

- For the 4H Project Record forms go to:
<http://www.extension.iastate.edu/4H/recordkeeping.htm>
 - a. Clover Kids- Basic 4-H Project Record (4H-0096A). Clovers can turn in a photo book with captions.
 - b. Juniors and Intermediates- Experienced 4-H Project Record (4H-0096B)
 - c. Seniors- Advanced 4-H Project Record (4H-0096C)
- worksheets, if required**
- photos and news clippings of 4-H'er related to that project area.

The most recent year's project work should be placed on top of the last years behind the appropriate project area tab.

*****Additional Worksheets are Required for the Following Project Areas and are Available at Extension:***

4H Market Beef, Sheep, Swine and Meat Goat Record Worksheet (Jrs) (4H228-JR)

4H Market Animal Worksheet (Intermediates and Seniors) (4H 228-WS)

4H Beef, Sheep, Swine and Meat Goat Breeding Record (Jrs) (4-H 229-JR)

4H Breeding Animal Worksheet (Intermediates and Seniors) (4-H 229-WS)

Beef Cow Lifetime Record (4H 229b-WS)

Ewe Lifetime Record (4H 229d-WS)

Sow Lifetime Record (4H 229f-WS)

Dairy Cow and Dairy Goat Project Worksheet (4H 392-WS)

Dairy Cow Lifetime Record (4H 393-WS)

Your Dog's Permanent Record (4H 0402-WS) 1st year in project; update information & move form to current yr

4H Vegetable Garden Project Worksheet (4H 462-WS)

4H Photography Project Worksheet [1st year only] (4H 643-WS)

Poultry/Chick Growing Project Worksheet (4H 0652-WS)

4H Laying Flock Project Worksheet-poultry (4H 653-WS)

Marshall County 4H Rabbit Project Worksheet (Extension office)

Marshall County 4H Horse or Pony Project Worksheet (Extension office)

Important Items to Remember:

- This is a record book, not a scrapbook.
- Use the 4-H record book cover or a large 3-ring binder
- 4-H record book forms (Youth & 4-H Summary, Basic Project Record, Experienced Project Record and Advanced Project Record) can be found at the Extension office or at this website: <http://www.extension.iastate.edu/4H/recordkeeping.htm>
- Organize the book in the proper order
- Be specific and include all information asked for....don't leave out information that tells record book evaluators about your participation in your club, county 4-H, your activities at home, in your community and in your school. Be sure to include all of the communication, leadership and citizenship activities that you have participated in pertaining to each project area.
- Awards will be based on the information that you have included in your record book.
- Photographs of 4-H'er working in each project area are great to include. In years to come you will really enjoy looking back on those photos and project information.
- Do not remove sections/pages from the record book even if you are not active in that project area the current year.
- Fourth graders should place all Clover Kid sections in the back of their record book. You are beginning a new level in your 4-H career.