

TABLE OF CONTENTS & DIRECTIONS FOR YOUR RECORD BOOK

If you take it Step by Step it can be very simple...

Forms available on-line: www.extension.iastate.edu/4H/memberresources.html

*Follow this Table of Contents page and use tabs for each section

- #1. **Cover Page** ... Be Creative! A new cover page needs to be made each year. Remember the information is for this past year, so the grade would be the one you were in last year. Place behind the Cover Page tab. The current year should be first.
- #2. **Award Application & Evaluation Form** ... A new one must be completed each year. Place behind the Award Application tab and put the current year first. Application forms are available from the Extension office or your club leader.
- #3. **Expected Standards...** A new form should be signed by both member and parent. Place behind the Expected Standards tab and put the current year first.
- #4. **Yearly Summary** ... A new form must be completed each year. Place behind the Yearly Summary tab and put the current year first. The Yearly Summary, **2005-2006**, should include the 4-H activities you participated in for the past year within the club, county and state. Any materials, clippings, photos, etc... that would not go with a project record can be placed behind the Yearly Summary. (ie: Your 4-H clubs' photo was in the paper for a community service project that you helped with - you can put the picture in this section behind your Yearly Summary form) To get the form you can download it from the web or contact your club leader or the Extension office.
- #5. **Project Records** ... Complete a form for each project area that you were enrolled in over the past year. Place the current year on top. You should have a tab for each project area. (ie: Food & Nutrition, Photography, Market Beef, etc...) You fill out one project record for all the exhibits you took to fair in that project area. For example if you took 3 photos to the fair you would fill out only one project record and list all 3 photo exhibits on that one form. You can fill out project records for all the project areas you participated in this past year, even if you did not take them to fair. Project records are your goals, what you learned, and what your future plans are in that specific project area. You can use your Fair Write Up/ Goals and Photo Exhibit Labels for your project records. Please place these behind the Project Record form. *Photography area - please include only your Photo Exhibit Label - not your photo(s). For market and breeding projects, an animal worksheet must be filled out too. To get the form you can download it from the web or contact your club leader or the Extension office.

***Please DO NOT put your ribbons in your record book** when you turn it in to be evaluated (we do not want to take the risk of losing them). You should have written in your Yearly Summary or Project Record form the ribbons that you received, so it is not necessary to include them.

Intermediates & Seniors - please include the current year, plus up to 2 years of support material for the project records that you are applying for awards (a total of 3 years). Remember, you can only get an award in a specific project area once as an Intermediate and once as a Senior.

****Also, you will want to start a "MASTER" Record Book or large binder to keep ALL of your information, photos, ribbons, etc., in.** Take out only the materials that need to be evaluated and put them in a binder/record book that you will turn in - you do not want to turn in ALL of your materials, but you want to make sure to keep them in a safe spot. So... think of it as keeping 2 books - One will have all of your information in it, a cumulative collection/history of your 4-H records and the other will only have the information for the awards you are applying for to turn into the office for evaluation.

Cover Page

Award App. & Eval

Expected Standards

Yearly Summary

Woodworking
Proj.

Home Imp.
Proj.

Beef Project

Swine Project

TITLES FOR YOUR DIVIDER TABS

*Your Project Tabs will be titled with what you have done for projects. The ones listed here are just examples