

## ***Record Book Information***

4-H club work is an educational program. The purpose of education is to bring about desirable changes in skills, knowledge, and attitudes. A 4-H project consists of a member's goals and their projects from the start of the project to its completion. The following information may be helpful as you work on your record book. It will also be used when the books are evaluated.

Order for Sheets in Record Book: The following list includes both the required sheets and the ones not required. Those not required are marked with an asterisk (\*).

- \* 1. Table of Contents Page
- \* 2. Photo Page
- 3. 4-H Participation Summary/Yearly 4-H Summary
- 4. 4-H Personal Goal Record
- \* 5. Personal Goal Photos
- 6. 4-H Project Record (basic, experienced, or advanced)
- 7. Individual Project Worksheets
- \* 8. Photos
- \* 9. Clippings

6, 7, 8 and 9 are repeated for each project

Explanation of Sheets: Following is first an explanation of the required sheets and then the optional pages.

1. 4-H Yearly Summary: This sheet is to be included with your current year's work. Be sure the age filled in is your age on September 15 of the previous year. List all offices held, leadership assignments, presentations, county, area, and state events according to the directions on each page.

2. 4-H Personal Goal Record: Set goals each year to improve personal skills, to increase participation, or to help other people. Do not include project related goals here. Follow directions as listed on the form. Complete one personal goal record per year.

3. 4-H Project Record: Use one form for each project. All projects require 4-H Project Record Sheets. Complete one form per project not one per exhibit. Use different project records depending on your grade:

Basic project records - 4-H'ers who completed 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> grades

Experienced project records - 4-H'ers who completed 7<sup>th</sup>, 8<sup>th</sup> grades

Advanced project records - 4-H'ers who completed 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup> grades

4. Individual Project Worksheets: Some projects have corresponding project worksheets which are required. Examples of these include horse, dog, market livestock, breeding livestock and photography.

5. Table of Contents Page (optional): This page lists the sheets of the record book in order.

6. Photo Page (optional): This page would be placed in the front of your record book and includes a picture of you with your name, age, and club printed underneath the picture.

7. Picture Pages (optional): Include pictures of you, your 4-H projects, and 4-H activities. Be sure to indicate where you are in each picture with an "X" next to your picture.

8. Newspaper Clippings (optional): Include news clippings as they pertain to your experience in 4-H. Underline your name and place an "X" next to your picture.

#### Special Notes:

1. 4-H'ers who are members of more than one club only need to complete one record book.
2. Do not include reference materials in your record book. Project guides, club programs, and newsletters should be kept in a separate notebook.
3. Be sure to complete records on your entire project, not just exhibits taken to the fair. Your 4-H project includes everything done in that project area in a given year.
4. Records need to be organized in a way that is meaningful to you and easily located. Tabs are not required, but may be an easy way to organize your book.
5. If you don't understand how to complete your book, please ask questions. Older 4-H members, leaders, and extension staff are good resource people.

Good Luck!<sup>®</sup>