



I want/need/have  
to do a  
record book!

**4-H PLEDGE**

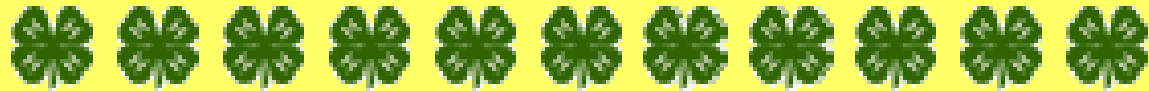
I pledge my **HEAD** to clearer thinking,  
my **HEART** to greater loyalty,  
my **HANDS** to larger service,  
and my **HEALTH** to better living,  
for my club, my community,  
my country, and my world.



# What is the 4-H Award Ceremony?

- This award is given based on your record book. It is NOT an award based on your project or the ribbon you received.
- The award is based on how well you did your record book.
- There are a few simple rules to follow and you will be eligible for an award.





What kind of award  
can I receive?



# Outstanding First Year

You must –

- Attend at least half of your club meetings
- Give a presentation or working exhibit
- Complete project records for at least **two** projects, including **two** goals for each project.
- Take an active role in 4-H

# Project Awards

- Can be received three times, once as a junior (4-6 grade), once as an intermediate (7-8 grade) and once as a senior (9-12 grade)
- Any project can receive an award.
- You must be in the project for two years to be eligible, along with the other requirements we will discuss.
- You can apply for (3) project awards per year.



# Senior Awards

- 4-H Ak-Sar-Ben
- Danforth “I Dare You” Leadership
- Achievement
- 4-H Spirit

A letter of recommendation  
is required for Senior Awards

I have all the project awards I can apply for.  
Should I still do a record book?

- *If you have done a good job on your record book, but are not eligible for a project award, you can earn a merit award.*
- *This book will be a great record when applying for college and college scholarships if you keep it up yearly.*

Who will read my record book and decide if I get an award?

- **Project Volunteers**
- We have volunteers, like myself who donate their time to review books and make a decision based on the criteria we are talking about tonight.

# Your record book MUST:

- Most Important - Be prepared by YOU!
- Be neat and carefully organized.
- Be complete.
- Include all of your 4-H experiences and accomplishments.
- Be easily readable.
- Follow directions required for awards.

# What should NOT be included?

- Do not include 4-H ribbons, pins, certificates or other awards. They may fall out and be lost!
- Do not include items in your project write ups that DO NOT pertain to your project.

ex. – community service listed should ONLY pertain to the project. If you are writing up a woodworking project, do not place “I deliver meals to the elderly” under community service for woodworking.





# What order should my book be in?

First the Title Page -



# Next the Table of Contents

## TABLE OF CONTENTS

Yearly Summary

4-H Story

Non-projects Clippings & photographs


Beef

Dog

Home Improvement

Photography

# Next, the Yearly Summary



4-H Youth Development

\_\_\_\_ Yearly  
4-H Summary

Name \_\_\_\_\_

Age \_\_\_\_\_ Grade \_\_\_\_\_ Years in 4-H \_\_\_\_\_

I attended (give number) \_\_\_\_\_ 4-H meetings \_\_\_\_\_ Workshops, tours, etc.

Offices held and committees on which you served \_\_\_\_\_

\_\_\_\_\_

4-H participation (List your local club, county, area, and state events, including leadership and citizenship experiences.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Recognition (List ribbons, your name in the paper, certificates, etc.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**IOWA STATE UNIVERSITY**  
University Extension

4H-96 October 2003



Download from:

<http://www.extension.iastate.edu/linn/info/4-H+Recordkeeping.htm>

All Purpose Info Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://www.extension.iastate.edu/linn/info/4-H+Recordkeeping.htm> Go Links >>

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## 4-H Recordkeeping

Find out more about [your 4-H record keeping system](#) as well as [2007 Linn County 4-H Awards Criteria and Special Premiums and Awards](#). Download the [Nomination for Linn County 4-H Awards form](#). All 4-H'ers will need to complete an Advanced Project Record or an Experienced Project Record (both forms contain the same information, but the Advanced Project Record allows more room to write) for every project they have completed, as well as a Yearly 4-H Summary. Some of the forms you need are available as **editable Word documents** including:

- [4-H Yearly Summary \(4H-0096\)](#)
- [Kindergarten - Third Grade 4-H Records](#)
- [Experienced 4-H Project Record \(4H-0096B\)](#)
- [Advanced 4-H Project Record \(4H-0096C\)](#)
- [Market Animal Worksheet - Jr. \(4H-228JR\)](#)
- [Market Animal Worksheet \(4H-228\)](#)
- [Breeding Animal Worksheet - Jr. \(4H-229JR\)](#)
- [Breeding Animal Worksheet \(4H-229\)](#)

The following forms are pdf files you can open and print:

- [Yearly 4-H Summary](#)

Internet

- Use a new form each year.
- Place the current year first in each section.
- Age & grade are for your preceding 4-H year.
- Print neatly or Type.
- Be Specific.
- Under Recognition, Communication, and Community think about all areas of your life – school, church, girl scouts, FFA, boy scouts, etc.

# 4-H Participation.

Pick the correct way:

A) – I did a lot of 4-h stuff this year.

B) 4-H meetings this year

C) 12/06 Club party , skating & pizza

1/07 Business Meeting

1/07 Beef Workshop

2/07 Presentation Day

# Recognition

- Home Improvement – Blue ribbon
- Woodworking – State Fair Consideration
- Breeding Beef – Blue Ribbon
- Breeding Beef – Reserve Champion  
Home-raised Heifer
- Science Fair – Best of Show
- Fall Quarter – Honor Roll
- Spring Quarter – Honor Roll

# Communication

- 1/07 4-H presentation to club
- 3/07 Debate Team
- 4/07 Read book report in class
- 5/07 Lead 4-H Pledge
- 6/07 FFA Speech
- 7/07 4-H Presentation @ fair

# At home with your family

- Feed the dog.
- Vacuum the house.
- Make my bed.
- Take the garbage out.
- Feed my calves.
- Put the dishes away in the dishwasher.
- What do you do at home??

# At school

- Basketball
- Honor Roll
- Math Counts
- FFA
- Speech Competition
- Chess Club
- Science Competition



- 1/07 Donated food for the homeless w/ 4-H
- 5/07 Painted the cattle barn at the fairgrounds w/4-H
- 5/07 donated food for homeless at school
- 6/07 visited a care center with girl scouts
- 7/7/07 participated in fairground clean up for 4-H



# Project Records

You do not need to fill this part of the Yearly Summary out, unless you are NOT filling out a separate project record.

Project records (List project(s) for which you have completed a project record using 4-H Basic Project Record, Experienced Project Record, Advanced Project Record, or using computer, portfolio, audio tape, or video tape.)

For other projects (Fill out this section only for projects for which you did NOT complete a separate project record. Briefly summarize below what you did and learned.)

Project area \_\_\_\_\_ Number of years in this project \_\_\_\_\_

Project area \_\_\_\_\_ Number of years in this project \_\_\_\_\_

Project area \_\_\_\_\_ Number of years in this project \_\_\_\_\_

Project area \_\_\_\_\_ Number of years in this project \_\_\_\_\_

(Add pages if you need them.)

# Next – your 4-H Story.

The 4-H story IS OPTIONAL.

HOWEVER- The committee members love reading the story and YOU will enjoy reading what you wrote in later years.

I would encourage you to write your story. Remember it is YOUR STORY – include whatever you want.

# Non – project clippings & photos

This is a tab where you place any articles or photographs pertaining to your 4-H year that **DO NOT** pertain to a project.



# Now we are ready for projects!

- Use the Experience 4-H Project Record (4H-96B) OR the Advanced 4-H Project Record (4H-96C)
- Again – download from:

<http://www.extension.iastate.edu/linn/info/4-H+Recordkeeping.htm>

- **Remember to check your project area to see if any other forms are required!**

# Required Project Worksheets



2007

**Required Project Worksheets**

*The Advanced(4H-96C) or Experienced (4H-96B) 4-H Project Record is required for all project areas.*

If you are needing any additional worksheets, worksheets and record forms are available on the Linn County Extension webpage <http://www.extension.iastate.edu/linn/info/4-H-Recordkeeping.htm> or call the Linn County Extension office, 377-9839.

Beef	4-H Market Animal Project Worksheet (4-H 228-WS) 4-H Breeding Animal Project Worksheet (4-H 229-WS)
Sheep	4-H Market Animal Project Worksheet (4-H 228-WS) 4-H Breeding Animal Project Worksheet (4-H 229-WS)
Swine	4-H Market Animal Project Worksheet (4-H 228-WS) 4-H Breeding Animal Project Worksheet (4-H 229-WS)
Dairy	4-H Dairy Animal Project Worksheet (4-H 392 WS)
Bucket Bottle	Linn County Bucket Bottle Record (LC-bbrecord)
Dog	Permanent Dog Record (LC 402WS)
Horse	4-H Horse and Pony Project Worksheet (4-H 512-WS)
Rabbit	Rabbit Project Worksheet (LC-RPW-distributed by Linn County Extension Office)
Poultry	Chick Growing Project Worksheet (LC 652-WS)
Horticulture	Flowers or Vegetable Garden Project Worksheet (4H-462-WS) and/or Houseplant Project Worksheet (LC-462HP-distributed by Linn County Extension Office) and/or Homegrounds Planning Worksheet (Pm 612)
Crop Production	4-H Crop Production Worksheet (4-H 382 WS)

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Download from:

<http://www.extension.iastate.edu/linn/info/4-H+Recordkeeping.htm>

# Experienced 4-H Record



4-H Youth Development

## Experienced 4-H Project Record

Name \_\_\_\_\_

Project area \_\_\_\_\_

Years enrolled in this project, including this year \_\_\_\_\_ Grade \_\_\_\_\_ Year \_\_\_\_\_

(A project continues all year. It includes what you do and learn in the project in which you enrolled; an exhibit is only one part of all you do in a project.)

Write project goals to include:

*a) Action—how you are going to do it b) Result—what you will do c) Timetable—when you plan to have it done*  
*Example: a) I want to take photos b) that use the rule of thirds c) before the March meeting.*

**Beginning of the year** Here's what I would like to learn this year (list one or more goals):

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**During the year** Here's what I did and learned as I worked toward my goal(s) in this project:

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**During the year** Here's how I helped others (citizenship) and/or taught others (leadership) in this project:

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# Advanced 4-H Project Record



4-H Youth Development

## Advanced 4-H Project Record

Name \_\_\_\_\_

Project area \_\_\_\_\_

Years enrolled in this project, including this year \_\_\_\_\_ Grade \_\_\_\_\_ Year \_\_\_\_\_

(A project continues all year. It includes what you do and learn in the project in which you enrolled; an exhibit is only one part of all you do in a project.)

### Goals

Each goal statement should include the Action-Result-Timetable of your plans.

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### Communication

Record presentations (talks, demonstrations, newspaper articles, radio interviews, etc.) you have given in this project this year. Include the topic, kind of presentation, type of group reached, and number in audience.

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# Project Records

First – Beginning of the Year

This is where you list your goals for the project.

You **MUST** have two goals to be considered for an award – no exceptions!

List them:

1.

2.

# What is a goal??

A goal has three parts, it should tell you

1. The action: **How** you are going to do it.
2. The result: **What** you will do.
3. The timetable: **When** you plan to have it done.

**HOW    WHAT    WHEN**

# Set goals that:

- Are specific (not too general or broad)
- Meet your needs and interests
- Provide you with an opportunity to achieve
- Can be accomplished
- Show progress from year to year

## **NOT Goals:**

I want a blue ribbon.

I want to take a good picture.

# Let's write a goal

Example:

<b>HOW</b>	<b>WHAT</b>	<b>WHEN</b>
I want to train	my heifer to lead	before the fair.
I want to make	three new cookies	by the July meeting.

# During the year or Action Plan

Here is where you tell how you created your project and achieved your goal.

**Again – be specific**

Which is better –

- I painted my project.
- First I removed all of the old paint. Then I sanded and used steel wool on my project. I then used three coats of spray paint .....

# Citizenship & Leadership on Project Records

***MOST IMPORTANT – must be specific to  
the project.***

Examples:

**Woodworking** – I helped a younger member in my group by showing him how to sand.

**Food & Nutrition** – I baked cookies and took them to the Care Center.

**Home Improvement** – I helped my Clover Kid Group make pillows.

**VERY IMPORTANT**

**YOU MUST GIVE FINANCIAL  
INFORMATION ON ALL  
PROJECTS**

**BOTH TO BE CONSIDERED FOR  
STATE**

**AND TO BE CONSIDERED FOR  
A RECORD BOOK AWARD!**

Let's recap the order:

- AWARD NOMINATION FORM
- TITLE PAGE
- TABLE OF CONTENTS
- YEARLY 4-H SUMMARY
- NON-PROJECT PICS & CLIPPINGS
- PROJECTS

# 4-H Clip Art websites

- <http://4h.ifas.ufl.edu/newsandinfo/ClipArt/ClipArtGallery.htm>
- <http://www.ca4h.org/4hresource/clipart/index.asp>
- <http://4h.ifas.ufl.edu/newsandinfo/ClipArt/ClipArtGallery.htm>
- Google – 4-h clipart for more .....

**ANY**

**QUESTIONS?**