



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 get an award.
- Lets review them now!



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

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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](#)

Business and Industry
Community Economic Development
Crops
Environment
Farm Management
Finances
Food, Nutrition and Health
Home and Family
Kids and Teens/4-H
Livestock
Yard and Garden

Conferences
Disaster Recovery
Hotlines
Off-campus courses
Safety
Spanish/Espanol
Weather
Iowa State University
ISU Extension

Find

Internet

- Use a new form each year.
- Place the current year first.
- 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.

A) 4-H meetings this year

B) 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



Required Project Worksheets		2007
<i>The Advanced(4H-96C) or Experienced (4H-96B) 4-H Project Record is required for all project areas.</i>		
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):

During the year

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

During the year

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



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.

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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University Extension

4H-90C August 1997



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 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:

HOW	WHAT	WHEN
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