

4-H Record Keeping

Organize your record book in the following order: title page, yearly summary, project goal records, and animal worksheets. The most current year should be on top, followed by previous years. For example: 2008-09 title page, 2007-08 title page, etc.

Binder

- a) name, address, and club name on outside cover

Title Page – most current year on top

- a) current, inexpensive picture of yourself
- b) your name
- c) name of club
- d) years in 4-H
- e) age as of September 15
- f) current year's page on top



Yearly 4-H Summary – most current year on top

- a) include yearly photos
- b) newspaper clippings, if possible
- c) summarize your participation, recognition, projects, presentations, local/county/state levels and local group involvement
- d) do NOT include: ribbons, judge's comments sheets, show bills, programs

4-H Project Record (Either Basic, Experienced, or Advanced) – most current year on top

- a) list your goals and accomplishments
- b) include: financial records and special worksheets
- c) always have current year on top
- d) label the dividers to separate project records
- e) label pictures and underline/highlight your name

The record book award selection committee expects that junior 4-H'ers will use the Basic 4-H Project Record, intermediate 4-H'ers will use the Experienced 4-H Project Record and senior 4-H'ers will use the Advanced 4-H Project Record.

Each project area that you have during the 2008-09 year will need a project goal record form. For example: Chris took banana bread, cookies, two pictures, sewed a shirt, refinished a stool, and wrote a report about recycling in the home. *How many project forms does Chris need?* If you guessed four, you are correct! Chris needs one **food and nutrition** for bread and cookies, one **photography** for two pictures, one **clothing** for the shirt sewn, and one **home improvement** for the stool and report. Each project area can be divided by tabs with the most current year on top. For example, if you have taken food and nutrition for five years, you would have one tab that lists "food and nutrition" with five project goal records with 2008-09 on top, 2007-08 following, etc.

Animal Worksheets – beef, sheep, swine, dairy, meat goat, horse, llama, dog, rabbits, poultry, pet.

Checklist:

- _____ All forms completed neatly
- _____ All forms in record book are completed
- _____ Update throughout the year
- _____ Information recorded accurately
- _____ Information is in the correct order – see above

Remember – this record book is for the previous year... your grade and age should reflect last year