

SUGGESTED ORDER FOR RECORD BOOK

1. TABLE OF CONTENTS

2. TITLE PAGE

- *Most current year in front with previous years directly behind.
- *Should include a current picture, name, address, club, grade, and years in 4-H.

3. YEARLY SUMMARY (white form)

- *Most current year in front with previous years directly behind.

4. NON-PROJECT RELATED 4-H PICTURES AND CLIPPINGS

5. PROJECT RECORD FORM: Basic (Yellow), Experienced (Peach), Advanced (Blue)

- *May be in any order, but project areas are more easily located if they are in alphabetical order.
- *Each project area should have a divider with a tab for easy finding.
- *Each project area should include a Project Record form.
- *Certain areas also have an additional Worksheet that needs to be completed. Those areas include: Beef, Dairy, Dog, Horse, Sheep, Swine, Poultry, Crops, Horticulture, and Photography.
- *Fair goal sheets may also be included in the appropriate area, but the actual ribbons should be left out of the Record Book.
- *Each project area should have the most current year in the front of each section. Clippings or photos should be kept with the forms for the appropriate year.

HELPFUL HINTS:

- Three-ring binders work best as your book starts to fill up fast.
- If you fill one binder, you may start another. Make sure it is clearly labeled ("Chris Clover-Lucky Clovers 4-H Club-Book #2). Also do not start over with another title page, yearly summary, etc. in the additional book. Just start with the next project area in that book. Each year's Project Record Form in a particular project area should stay together. There shouldn't be a few years of Food & Nutrition in one book and then a few years of Food & Nutrition work in another book.
- It is best if you neatly print in ink or type. First year members may use pencil. The yearly summary and worksheets can be found online at www.extension.iastate.edu, click on "4-H Youth Development" on the left hand side, then click on "Just For Members". You may type directly onto the form using this option in your computer.

PROJECT OR EXHIBIT?

As you complete your record book remember that you can earn a bronze, silver, or gold disc in a project area, not just on one exhibit.

Project: is a year long interest in a particular area (beef, clothing, woodworking, etc.). It includes a variety of learning experiences or events related to the topic. The learning experiences may take place at home, school, in club activities, or on one's own. It often includes work in the particular area of leadership, citizenship, communication, and decision-making. Project goals should be written down on the Project Record form at the beginning of the 4-H year.

Exhibit: is one part of the project area. It would be something that the young person chooses to publicly share or showcase, such as at the fair. All exhibits come from a project area. All projects do not have to be exhibited.

CITIZENSHIP, LEADERSHIP, & COMMUNICATION

Citizenship: includes activities you participate in that are done to help others. Activities could include anything that will benefit the community, your 4-H club, school, church group, a neighbor, etc.

Leadership: is "helping a group attain its goal". Leadership is not doing things *for* the group; it is helping the group decide what to do and how to do it. Activities could include helping conduct workshops, plan a club tour or event, plan and carry out a recreation program for your club, etc.

Communication: is sharing ideas and skills you have learned with others. Communications include presentations such as a talk, demonstration, working exhibit, Share-the-Fun, newspaper article, radio, interview, etc. These can be at any level of participation: local, county, or state. They may be presented to your club, at school, church or community event.

- If you are applying for a bronze, silver, or gold in a project area, the above should relate to that project area you are applying for. Example: If you were applying for an award in Food & Nutrition, a beef grooming demonstration would NOT meet the criteria for communication in the Food & Nutrition project area.