



## RECORD BOOK GUIDELINES AND TIPS

- Neatness Counts!! - Use a computer or typewriter if available. If not, use your best handwriting. Do not scribble or cross out - use white out or start over. Watch spelling (use Spelling & Grammar check), punctuation, etc. BE SURE TO PROOF READ.
- Be Organized!! Use the recommended format (listed later). Use tabbed dividers, clearly marked. Put any "extras" at the end, so as not to clutter the important information used in the judging process.
- Some forms can be downloaded at <http://www.extension.iastate.edu/4H/recordkeeping.htm>

### Recommended Format:

1. Tabbed Divider with year (2008-2009)
2. Cover Page
3. Yearly Summary
4. 4H Story
5. Tabbed divider for supporting materials (general pictures, clippings, etc)
6. Personal Goal Record
7. Tabbed Divider for each different project area, with only the current year's information (Project Record Sheet, Project Worksheet, fair write-up, related pictures and clippings)
8. Record Keeping Self-Evaluation
9. Previous Year's Records

This method keeps an entire year of materials together. If you are not already doing this, we recommend that you consider switching at this time. Do not go back and change everything from the past- just start from this year.

- Use these tips as you complete your record books. Your book should consist of the following:
  - 1) Record Book Covers - Some clubs provide these for you, others do not. These can be purchased at the Extension Office for \$2.75. You must have a cover. If you run out of room in your record book, consider using binders, etc. Put 4-H record book cover on the front of binder(s). (It is fine to slide your record book cover into the protective sleeve on the binder.) Just make sure you turn everything in for record book judging.
  - 2) Cover Page- Include a picture of you, your name, club, age, and grade level.
  - 3) Yearly 4-H Summary - Summarizes your activities in 4-H during the past year. Also, includes home, school, and community activities. Please note if you hosted a club meeting in the 4-H participation section . Available on web or at office.
  - 4) 4-H Story - There is some confusion regarding this, but it is a requirement. It should sum up your year's accomplishments but not just be a repeat of the Yearly Summary. The story should be a narrative or journal writing which tells about some of the following:
    - self - age, interests, school, family, why involved with 4-H
    - projects - briefly talk about what you have enjoyed about the new things you tried, etc
    - club activities or community service projects - what you have done with other members and how you felt about doing it
    - tell why 4-H has helped you become a better person and what leadership skills you have practiced
    - future plans - what you want to do next year

-briefly talk about positive and negative parts of the 4-H year; explain what worked and what didn't work in project areas you did work in

- 5) Supporting Materials: Can include pictures, newspaper clippings, club minutes, years of membership certificates, etc. DO NOT include ribbons, receipts, letters, etc - these are better suited for a scrapbook. Make sure supporting materials are neat and organized. Be sure to highlight your name in newspaper clippings and make sure you include captions with photos.
- 6) Personal Goal Record - Use this form to list your overall goals for the 4-H year. Goals for individual projects should be listed in your 4-H Project Records. Goals have three parts that can be measured or checked. Think about the three parts of a measurable goal: a) the action: how you do something, b) the result: what you are going to do, & c) the time table: when you are going to do it. Set goals each year.

7) 4-H Project Records –

**A.) Project Record(s)** – One should be completed for each project area (or included in the Yearly 4-H Summary) you are enrolled in - regardless of whether or not you took an entry to the fair. There are 3 levels -Basic (Jr. members-yellow), Experienced (Int. members-tan), Advanced (Senior members-blue). These are available at the office or on the web. You may include a fair write-up behind the project record form. If a question on the form is identical to that on your write-up, you may say "see attached fair write-up" rather than writing it all out again. (Some projects are included on the Yearly Summary and do not have a separate form.)

**B.) Project Worksheets (aka - Budget Worksheet)** - Many projects also have a worksheet that you will complete and include with the above forms. These need to go behind the project record forms. These include: Market Beef, Sheep, and Swine Record Worksheet (for Juniors); Market Animal Project Worksheet (for Int/Seniors); Beef, Sheep, and Swine Breeding Project Record Worksheet (Juniors); 4-H Breeding Animal Project Worksheet (Int/Seniors); 4-H Dairy Animal Project Worksheet; Horse or Pony Project Worksheet; Your Dog's Permanent Record; Photography Worksheet; Vegetable Garden Worksheet. Project Worksheets must be include fair entries. If no fair entries are made from an enrolled project area you should do a separate Project Worksheet or include it in your Yearly 4-H Summary. Some of these are available on the web; all are available at the Extension Office.

**C.) Project Related Pictures and Clippings** - Those pertaining to a particular project area should be included behind the project worksheet.

- 8) Record Keeping Self-Evaluation - Be honest with yourself as you complete this!
- 9) Previous Year's Records - Have the current year on top. Make sure you turn in all materials, especially if you have more than one book.

\*Although you sum up your citizenship activities on the Yearly Summary, Citizenship can also be considered a project area. If you do a lot of work in this area throughout the year, you should probably do a project record sheet for Citizenship – especially if you want to be considered for an award in that area at some point. Be sure you enroll in these project areas.