



4-H RECORD BOOK GUIDELINES AND TIPS

Recommended Format:

1. **Cover page** – include a picture of you, your name, grade, age, current year and club
2. **Yearly Summary** – record 4-H participation, recognition, communication, and non 4-H activities
3. **4-H Project Record** – one should be completed for each project area you are enrolled in regardless of whether or not you exhibited it at fair.

- *Basic (yellow) - 4th – 6th grades
- *Experienced (tan) – 7th – 8th grades
- *Advanced (blue) – 9th – 12th grades

4. **Animal Projects** - include feed, rations, expenses, health information, etc.

- * Market Animal Worksheet
- *Breeding Animal Worksheet
- *Horse and Pony Worksheet
 - *Dog Worksheet
 - *Rabbit Worksheet
 - *Poultry Worksheet
 - *Pet Worksheet

5. **Self Evaluation/story** - explain what you liked/learned in 4-H; future plans
 6. **Pictures & Clippings** - relating to club activities, newspaper clippings etc.
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TIPS

- Put most current forms first – can use divider between each year
- **Record Information in INK**
- Use rubber cement when gluing photos, clippings (this prevents wrinkling)
- Underline or highlight your name in newspaper clipping
- Label/identify photographs, newspaper clippings, provide explanation
- All record book information goes in a 4-H green cover that can be purchased at the Extension Office. First year members receive one FREE
- **PLASTIC PROTECTOR SHEETS ARE NOT REQUIRED OR RECOMMENDED**

Record book forms are available at the Extension Office or online at
www.extension.iastate.edu/audubon

COUNTY RECORD BOOK AWARDS

- County awards represent work done throughout the year in a specific project area and show total growth and learning.
- Leaders select Junior and Intermediate awards along with one or two top Junior and Intermediate books.
- Senior awards are selected by a county committee.
- Scrap books, non 4-H computer print outs, videos, audio tapes, and portfolios are **NOT** considered for county record book award.

WHAT WILL BE EVALUATED:

- Information written in ink, neat and organized
- Complete information on all forms and worksheets
- Animal worksheets accurate
- Pictures/clippings properly labeled and identified
- Overall organization, accuracy, neatness, and completeness

WHAT WILL NOT BE CONSIDERED:

- Ribbons, fair placings, entry tags, activity/club programs, fairbook, newsletters, clip art, or level of forms used.
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Membership Completion – All members are considered for membership

- **First year member** – pin at completion of first year, plus certificate
- **Second through tenth year member** – seal for each year completed

Project Award – based on information related to a specific project which is documented, compiled, and submitted by 4-H member.

Junior - information must be submitted to club leader, who determines award

- **End of first year** – certificate
- **End of second year** – seal for certificate
- **End of third year** – seal for certificate and 4-H gift

Intermediate – information must be submitted to club leaders, who determines award

- **End of first year** – plaque with bar listing project(s)
- **End of second year** – bar listing project(s)

Senior – member must submit information to Extension Office by September 15

- **End of first year** - bar listing project(s)
- **End of second year** - bar listing project(s)
- **End of third year** - bar listing project(s)
- **End of fourth year** – personal plaque with each project listed
- **Achievement** – outstanding in project work, 4-H career, leadership