

RECORD BOOK CRITERIA

The following information may be helpful as you work on your record book. It will also be used when the books are evaluated. **Declare 4-H age as of last Sept. 15.**

A. Date due: All record books are due to club leaders at the time they specify. (Leaders: **All Record books** must be turned into the Extension Office October 1.)

B. Juniors may use pencil. Intermediates & Senior may type or use ink.
Computer generated records are acceptable.

C. Tab Dividers – Record Books should be tab divided by project with each year tabbed within the project (this includes the 1st year). All previous years 4-H records must be included. The tab divider may be a sheet with an extended tab that is a heavier material or it may be a sheet of paper with a glue-on tab. Be sure you have the correct project on your tab and have each year's record separated by tab dividers within the total project's records. See page 3 of this pamphlet.

D. Order for Sheets in Record Book – The following list includes both required and optional sheets. The 4-H years should be found in the Record Book in descending order – current 4-H year first.

1. Major Award Application Form (placed loose inside front cover of record book)
2. 4-H Participation Summary
3. Pictures and Newspaper Clippings (optional) – On a separate sheet of paper you might want to add pictures and clippings that relate to your personal goals.
4. 4-H Project Record Sheets – Use one for each separate project area.
5. Individual Project Worksheets – Use where available – see page 2
6. Photos pertaining to specific project.

E. Explanation of Sheets – Following is an explanation of the required and optional sheets.

1. Major Awards Application Form

Complete the form by listing your name, year, and number of years in project, age, club, parents names, 4-H activities, School Activities, Community Service Activities, and list awards for which you wish to be considered. If this is not filled out entirely your application will not be considered. **Place this sheet inside the front cover but not permanently inserted in the book.**

2. 4-H Participation Summary

This form moves up each year to be included with your current year's work. Be sure to write in or circle your age on September 15 of the previous year. Update this yearly. Update your photo page, list all 4-H offices, leadership assignments, presentations, club meetings, projects, county, area, and state events and recognitions received according to directions on the form. Don't forget to list all your ribbons you received at the fair, state fair, or other events. Also any other recognition received during the 4-H year. An example is listed on the actual ribbon sheet. This sheet it to be used by all members (Juniors, Intermediates, and Seniors).

3. **Pictures and Newspaper Clippings** listed on a separate sheet of paper that related to your personal goals and those that show you participating in other 4-H activities. Clippings, pictures, and supporting material related to projects you enrolled in should be included with your Project Record Form. **Use only 4-H related pictures and news clippings that pertain to you.** The 4-H'er should be in the picture. Be sure to indicate where you are in each picture and underline your name in each news article. General pictures (club, club tours, camps, officer installation, Awards Night) should be displayed in this section.

4. **4-H Project Record Sheets**
Use one of these for each separate project not each exhibit. All projects require 4-H Project Record Sheets. List your goals for each specific project on these sheets. Include clippings pictures, and supporting material relating to specific projects on a separate piece of paper following 4-H Project Record Sheet. The 4-H'er should be in the picture with the project.

5. **Individual Project Worksheets:**
Certain areas of 4-H have corresponding project worksheets which are given to you with your 4-H materials. You are expected to use these individual project worksheets in addition to 4-H Project Record Sheets and should directly follow the 4-H Project Record form for the same project. Extra copies are available at the Extension Office. You should receive the following worksheets with your project materials from your club leader after your enrollment form has been turned in:

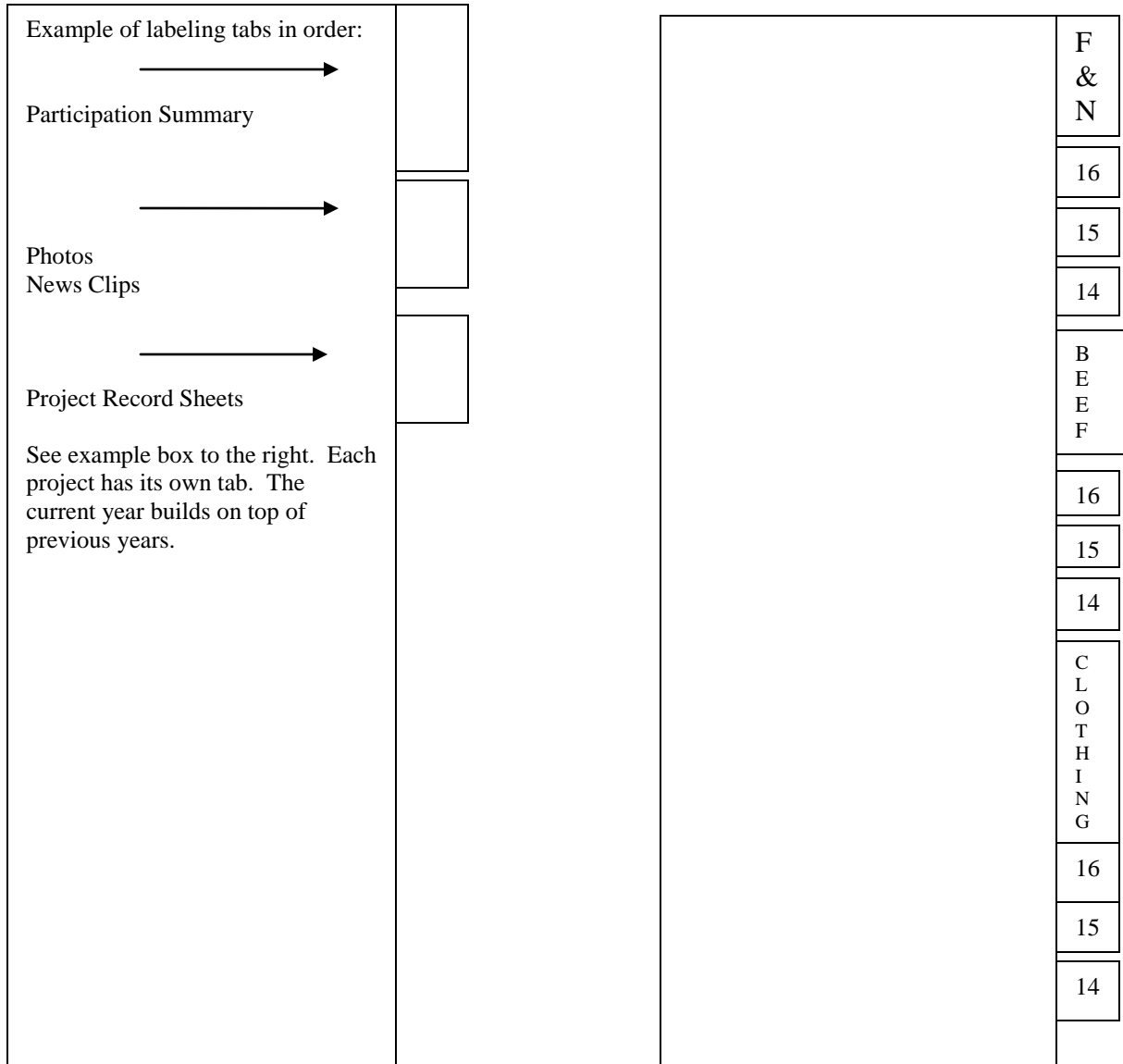
Iowa 4-H Market Animal Project Worksheet
Youth & 4H Market Beef, Sheep, and Swine Record
Worksheet for Junior 4H'ers
Breeding Animal Project Worksheet
Youth and 4H Breeding Beef, Sheep, and Swine Record
Worksheet for Junior 4H'ers
Lifetime Ewe Record
Iowa 4H Swine Lifetime Record
Lifetime Cow Record
Dairy Project Animal Worksheet
Crop Production Project Worksheet
4H Horse and Pony Project Worksheet
Vegetable Garden Project Worksheet
Home Grounds Planning Worksheet
4H Photography Project Worksheet (1st yr only)
Poultry-Chick Growing Project Worksheet
Poultry-Laying Flock Project Worksheet

These worksheets are in addition to the 4-H Project Record Form.

SPECIAL NOTES:

1. 4-H'ers who are members of two clubs need to complete **one** Record Book.
2. Do not include reference material in your Record Book.

Organization of your Record Book is usually quite important when someone else is evaluating your Record Book for evidence of accomplishment. Following is the recommended method of organizing your Record Book:



NOTE: The project and each year within that project should have tab dividers. This is just an illustration for you to see what you should put your materials in.