

# RECORD BOOK CHECK LIST

**COVER** – A green 4-H cover is available at the Extension Office or you may use a 3 ring binder in green, black or white. Divided by project area, using tabs, current year on top.

\_\_\_\_\_ **Title page:** A new title page should be made each year. The title page helps describe you to others and should contain the following:

1. Current inexpensive photo of yourself.
2. Your name.
3. Name of your club.
4. Designated if you are a Junior, Intermediate or Senior 4-H member.
5. Years in 4-H, including the current year.
6. Grade that you are in or just completed.
7. Other information you choose to include that is unique to you.

\_\_\_\_\_ **4-H Record Keeping Self-Evaluation** Need new one each year.

\_\_\_\_\_ **4-H YEARLY SUMMARY**— need a new one each year.

The form helps to summarize your participation in 4-H projects, local club group involvement, and your involvement in county, area and state levels.

\_\_\_\_\_ **YOUR 4-H STORY** (Optional) Your 4-H story is an overview of your 4-H year, what you did and your feelings about this year in 4-H. Your story should include the information described in the Yearly 4-H Summary.

\_\_\_\_\_ **PROJECT AREAS** (use tabs to divided project areas and label tab with project area, keep current year on top)

\_\_\_\_\_ **All project areas have a completed:**

Basic 4-H record sheet (youth in 4-6 grade/Junior 4-H members)

or

Experience 4-H record sheet (youth in 7-8 grades/Intermediate 4-H members)

or

Advance 4-H record sheet (youth in 9-12 grades/Senior 4-H members)

\_\_\_\_\_ **Include** any information that supports the project, such as financial records, exhibit goal sheets/folders.

\_\_\_\_\_ **Pictures** and newspaper clippings related to the work done in each project should be placed behind the project record. Label pictures and underline your name in news articles.

\_\_\_\_\_ **If you participated** in clothing event or communication event include your forms in the project area placed behind the project record.

### **Extra worksheets needed:**

\_\_\_\_\_ **Photography** project record area needs to complete a Photograph Project Worksheet.

\_\_\_\_\_ **Horticulture/Garden** project record area needs to complete a Vegetable Garden Project Worksheet.

\_\_\_\_\_ **All Livestock & Small Animals** project area need to complete appropriate worksheet records (Horse & Pony worksheet does not need to complete page 3 & 8)

### \_\_\_\_\_ **GENERAL SUPPORT MATERIAL**

Include pictures and clippings of non-project activities such as club meetings, camps, county and state fair or other 4-H events you took part in. Label pictures and underline your name in news articles.

### \_\_\_\_\_ **APPLING FOR COUNTY AWARDS**

Application sheet should be paper clipped to the in front of your record book before turning into your leader. The application sheet is different from this sheet. Awards are presented at the annual awards day in November.

The above are the recommended guidelines for record keeping format. Record keeping can also be done on the computer, in a portfolio, videotape or audiotape. Contact the Extension Office for guidelines for using alternate forms of record keeping.