



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 regardless of whether or not you exhibited it at fair. One sheet may be used per project area with all exhibits included on the same sheet. Pictures and clippings related to a specific project may be included immediately following the record sheet.

- *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.

Animal goal sheets must be included for each species except Horse and Pony.

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

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

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.
- Clover Commissions select all awards along with one or two top books in each age group.
- 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

PLEASE DO NOT INCLUDE:

- Ribbons, fair placings, entry tags, activity/club programs, fairbook, newsletters, clip art, or level of forms used.

Membership Completion – All members are considered for membership

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