

## **Benton County 4-H**

### **Record Book Help Sheet**

Your record book should be bound in a three-ring binder or green 4-H record book cover. Please call the office for the green cover if you need a cover. The current year should be organized into the front of the book (2020, 2019, 2018...).

#### **Record Book Check List:**

**Required** 4-H Award Form (1 per year) *Place in front cover*

**Required** Leader Statement (1 per year) *Place in front cover*

**Required** Member Statement (1 per award being applied for) *Place in front cover*

**Required** Title Page: Name, Grade, Years in 4-H, Club, Picture of Member (1 per year)

**Required** Record Keeping Self Evaluation (Minimum 1 per year, Max 1 per project)

**Required** Yearly Summary (1 per year)

**Required for Project Awards** Project Record (1 per project)

*Choose from:* Basic Project Record (Junior Members)

Experienced Project Record (Intermediate Members)

Advanced Project Record (Senior Members)

**Required for Animal Project Awards** Animal Worksheet Found at  
<https://www.extension.iastate.edu/4h/record-keeping>

**Optional** Project Supporting Materials, Yearly Artifacts, Photos, etc.

*Project Award notes:* It is in the member's best interest to document all ribbons and awards won for projects; however, please do not include the actual ribbons in the record book. Items like project write up and judge's evaluation forms are encouraged as 'exhibit artifacts' with the project record. Items such as club calendars are encouraged as 'club artifacts' with the yearly summary.

#### **Tips:**

- All forms can be found at [extension.iastate.edu/benton](https://www.extension.iastate.edu/benton) under 'Member Info'
- Use tab dividers to divide record book years and to identify specific projects within the year.
- Forms can be typed or handwritten. Forms should be neat, and writing should be legible.
- Member statements need to be at least one paragraph (3-4 sentences) and should not exceed one page. Member's name and award name should be listed at the top of each member statement.