



Assembling Your 4-H Records

Following is a suggested order for assembling your 4-H Records. 4-H'ers are encouraged to be creative in putting records together. Items not listed as "optional" are required for Record Keeping Awards. For those choosing to do a video, audio tape or portfolio you must include the information that would be listed in the Yearly Summary and the Project Record form. It is also acceptable to create your own record keeping forms on a computer.

1. Cover

Cover may be a standard 4-H record book cover available from the Extension Office or they may be 3 ring notebooks, scrapbooks, etc. Cover should be sturdy.

2. County Awards Form

Use this form only if applying for an award. Check off the awards you would like to have your records considered for, underline those awards you have already received. On the back of this sheet is a place for the leader to write a statement telling us about your 4-H club work. This sheet will be removed from your record book after it has been evaluated. This form is not required for the completion award.

3. Leader Statement

This is a written statement from your leader telling us about your 4-H club work. This sheet will be removed from your record book after it has been evaluated. This form is not required for the completion award.

4. County 4-H Award Information (Include only if applying for an award.)

This form is required if applying for a county award. One form must be completed for each award you are applying. The form asks you to list by years what you have accomplished in a specific project.

5. Title Page (optional)

This is one page that tells your name, age, grade, club name, years in 4-H and a picture of yourself.

6. Minimum Goal Sheet/Index

This is a checklist of the minimum goals one must achieve in order to receive a completion award. The form needs to be signed by the 4-H'er, parent and leader. On the back of this sheet is an index you can use if you want to number pages.

7. Yearly 4-H Summary

This form serves as a summary of your year in 4-H. There is a place to write what activities and events you have done in your club, recognition received, activities you have done at home, in school, and in your community on regular basis. There is also a place to report on projects that you do not complete a Project Record form.

8. General Pictures and Clippings (Optional)

Include pictures and newspaper clippings of club events and activities.

9. Project Support Material (Optional)

Include pictures, fair exhibit write ups, livestock worksheets and clippings of projects summarized on page 3 of Yearly Summary. These items may also be placed with previous years project records if you have already started a section for that project. Support materials is highly recommended if you think you may want to apply for awards in the future.

10. Basic, Experienced or Advanced Project Record Form

This form asks for specific information related to a project area. It is a place to record what you want to do for the year or your goals, what you did, citizenship, leadership & communication related to the project area and how you felt about the year. In order to be eligible for a Record Keeping Award you must complete either a Basic, Experienced or an Advance form for at least one project area.

11. Repeat #9 and #10 For Each Additional Project Area (Optional)

***For members previously completing records you may either place your current years records on top of past years or you may place records with the appropriate project area.

Helpful Hints For Record Keeping

1. When using newspaper clippings, underline your name whenever it appears in the article. Also indicate the date of the article and in what newspaper the article appeared.
2. Use rubber cement for putting picture and clippings in your records. Glue has a tendency to cause the paper to ripple.
3. Be neat in writing. Use ink if possible. If you use pencil make sure the lead is dark enough to be read easily.
4. When using photographs, either explain the picture or give it a title so that others will be better able to understand the picture. Photographs of a project when you first begin working on it and then another when it is completed is a nice touch but necessary for all projects.