



General Instructions

- **Keep each year together – do not organize by project area**
- **Include 4-H records only. No non-4-H awards, certificates or recognitions**
- **Please do NOT include 4-H ribbons, entry tags, stall cards**
- **When using photographs, either explain the picture or give it a title.**

Assembling Your 4-H Records

Following is a suggested order for assembling your 4-H Records. 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, 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.

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.

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.

5. Title Page

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

6. 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. See #7.

7. General Pictures and Clippings

Include pictures and newspaper clipping of club events and activities. You may include club support material here. (Underline your name whenever it appears in the article. Also indicate the date of the article and in what newspaper the article appeared.)

8. 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 Advanced form for at least one project area.

9. Project Support Material

Include pictures, newspaper clippings, fair exhibit write-ups, livestock worksheets and any other material that supports your project record. Support materials are highly recommended if you think you may want to apply for awards in the future.