

4-H Record Book Checklist

Please follow these steps to complete your record book. The record book may be typed or handwritten, but must be legible. If not legible, points will be docked. If you have any questions, please do not hesitate to contact Megan Rawlins at the Extension office at mrawlins@iastate.edu or 319-334-7161. **Please turn completed record books into the Extension office by Friday, September 29th at 12:00 pm.**

Supplies Needed

- Three-ring binder
- Binder tab dividers – use these to divide each section in the book (Cover Page, Yearly Summary, Project Summaries by each project category)

REQUIRED FORMS

Award Request Form

This form should be filled out if the exhibitor would like to be considered for Project Area Certificates. If not completed, the exhibitor will receive only a Record Book Completion Certificate. Please put this at the front of the binder.

Cover Page

This page should include name, club name, photo (optional and can be decorative, i.e. may relate to 4-H theme), grade in school, years in 4-H. Include cover pages from previous years but put the current year on top.

Expected Standards Form

This form must be signed by the 4-H'er, Parent/Guardian, and Club Leader. Please put the current year on top of past forms.

Yearly Summary

Put the current year on top of past summaries. Also, include general 4-H photos and clippings throughout the year (i.e. club photos, parade, community service) and place behind summary.

Project Summary

This form needs to be filled out for **EACH** project area. Remember to summarize project areas that you do not complete a record for on page 3 of the Yearly Summary. When filling out project summary forms, be sure to add other tabs to your binder. For example, if you participated in photography, make a photography tab and put your information/forms in that appropriate spot. As a reminder keep the current year on top of past years.

Keep in mind that **goals** are an important factor in record keeping. Goals for projects should include these main things: **(ART)** 1) Action – how are you going to do it, 2) Result – what will you do, 3) Timetable – when do you plan to complete the project. Example: 1) I want to train 2) my 4-H beef heifer to lead 3) before county fair time.

IN ADDITION:

Livestock Record Worksheets

Must include animal worksheets and lifetime records to show feed rations, vet care, and cost analysis. Please place support materials, such as pictures or newspaper clippings, behind the records.

□ **Building Exhibit Worksheets**

May also include write-ups and goal worksheets. Please place support materials, such as pictures or newspaper clippings, behind the records.

□ Please see below for a record book order example.

□ Please use the **Evaluation Criteria and the Judge's Score Sheet** as a tool for expectations and quality of work.

3rd Year 4-H Member Record Book Order Example

➤ Cover Page

- 2023 Cover Page
- 2022 Cover Page
- 2021 Cover Page

➤ Expected Standards

- 2023 Expected Standards form
- 2022 Expected Standards form
- 2010 Expected Standards form

➤ Yearly Summary

- 2023 Yearly Summary followed by general 4-H photos & clippings
- 2022 Yearly Summary followed by general 4-H photos & clippings
- 2021 Yearly Summary followed by general 4-H photos & clippings

➤ Market Beef Project Records

- 2023 Market Beef Project Record
 - 2021 Market Beef Project Summary
 - 2021 Market Beef Record Worksheet
 - 2021 Photos & Clippings
- 2022 Market Beef Project Record
 - 2020 Market Beef Project Summary
 - 2020 Market Beef Record Worksheet
 - 2020 Photos & Clippings
- 2021 Market Beef Project Record
 - 2019 Market Beef Project Summary
 - 2019 Market Beef Record Worksheet
 - 2019 Photos & Clippings

➤ Woodworking Project Records

- 2023 Woodworking Project Record
 - 2021 Woodworking Project Summary and Goals/Write-up Form
 - 2021 Photos & Clippings related to project
- 2022 Woodworking Project Record
 - 2020 Woodworking Project Summary and Goals/Write-up Form

- 2020 Photos & Clippings related to project
- 2021 Woodworking Project Record
 - 2019 Woodworking Project Summary and Goals/Write-up From
 - 2019 Photos & Clippings related to project