



# Chickasaw County Record Book Outline/Guidelines

- 1) Create your cover page!
  - a. Make sure it has:
    - i. Your Name
    - ii. Club Name
    - iii. Grade Completed
    - iv. 4-H Years Completed (Do not include Little Clover Years)
    - v. Picture of yourself (Can be school picture)
- 2) Record Book Evaluation Forms
  - a. Each evaluation form is a specific color, so you know the exact version of the form you need.
    - i. Little Clovers is purple.
    - ii. Junior 4-H is green.
    - iii. Intermediate 4-H is yellow.
    - iv. Senior 4-H is pink.
- 3) Next add your Yearly Summary
  - a. (Summary should look like this) One page front and back.

**YEARLY MEMBER SUMMARY**  
4-H Record Keeping

The yearly member summary is intended to serve as a personal reference of all the most important things you want to record to summarize your year. You do not need to list every event or activity in the summary—only the most meaningful or meaningful achievements that you would like to highlight for the year.

This resource is limited to two pages by design. Summarizing your achievements into a concise format to share with others is a valuable skill. You will use these skills in the future when you apply for awards, college, or a job. You will also use these skills when writing a resume.

The information in this form may be adapted or modified to use with other record-keeping formats.

**ABOUT YOU**

Current Year \_\_\_\_\_  
County \_\_\_\_\_  
Age \_\_\_\_\_  
Grade in School \_\_\_\_\_  
Years in 4-H \_\_\_\_\_

**4-H PARTICIPATION**

My 4-H club, county, regional, state, or other activities this year include:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**RECOGNITION**

My awards, ribbons, certificates, or other recognition this year include:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**COMMUNICATION**

My experiences, communications with others this year include:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**AT HOME**

My responsibilities or achievements at home this year include:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**AT SCHOOL**

My school-related responsibilities, interests, activities, or offices this year include:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**IN YOUR COMMUNITY**

My participation in organizations, volunteer work, or employment in the community this year include:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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- 4) Provide Non-project clippings. These can be pictures of 4-H activities, newspapers articles and clippings, etc. **\*\*This is not a requirement, but it is great to share your full year activities and events.\*\***
- 5) Project Records – include a tab for each project area you participated in this year (i.e., Ag & Natural Resources 22-23, Food & Nutrition 22-23, Beef 22-23, & Clothing Communication Event 22-23.)
- 6) Must complete a Project Record (Basic, Experienced, and Advanced)
  - a. Junior 4-Hers, grade 4, 5, & 6, complete Basic Form

Youth and 4-H  
Basic 4-H Project Area Record

Year: \_\_\_\_\_

Name: \_\_\_\_\_ COUNTY: \_\_\_\_\_  
Age: \_\_\_\_\_ Gender: \_\_\_\_\_ YEARS IN 4-H: \_\_\_\_\_  
Project area: \_\_\_\_\_  
Years enrolled in the project, including this year: \_\_\_\_\_

**Beginning of the year** For this project area, I would like to learn or do:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**During the year** For this project area, I did these things:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**During the year** My favorite part of this project area was:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**During the year** This is what I learned in this project area:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**During the year** List recognition you received in the project area. (Examples: ribbons, certificates, your name in the paper, etc.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**During the year** Attach pictures, clippings, fair exhibit write-ups, project worksheets, or additional pages related to this project area.

\_\_\_\_\_

**End of the year** Self-evaluation: Rate yourself on this project area separately. Check (x) in the appropriate column for each line below.

	Great	Good	Okay
What I did	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How I did about the project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I shared with someone else what I did or learned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**End of the year** Next year in the 4-H project, I would like to:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Information on this form may be adapted or modified for use with computer, video, or audio.

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b. Intermediates 4-Hers, grade 7 and 8, complete Experienced Form

**Youth and 4-H Experienced 4-H Project Area Record**  
Year: \_\_\_\_\_

Name: \_\_\_\_\_ County: \_\_\_\_\_  
Age: \_\_\_\_\_ Grade: \_\_\_\_\_ Years in 4-H: \_\_\_\_\_  
Project area: \_\_\_\_\_  
Years enrolled in this project, including this year: \_\_\_\_\_

(A project continues all year. It includes what you do and learn in the project in which you enrolled; an exhibit is only one part of all you do in a project.)

Write project goals to include: \_\_\_\_\_ Example: I want to take photos  
• Action—how you are going to do it \_\_\_\_\_ by using the rule of thirds  
• Result—what you will do \_\_\_\_\_ before the March meeting  
• Timetable—when you plan to have it done \_\_\_\_\_

**Beginning of the year** Here's what I would like to learn this year (list one or more goals):  
\_\_\_\_\_  
\_\_\_\_\_

**During the year** Here's what I did and learned as I worked toward my goal(s) in this project:  
\_\_\_\_\_  
\_\_\_\_\_

**During the year** Here's how I helped others (citizenship) and/or taught others (leadership) in this project:  
\_\_\_\_\_  
\_\_\_\_\_

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4H 0098B

**During the year** These are the presentations (talks, demonstrations, etc.) I gave for this project:  
\_\_\_\_\_  
\_\_\_\_\_

**During the year** This is the recognition I received (Example: ribbons, certificate, thank you's, your name in the paper, etc.)  
\_\_\_\_\_  
\_\_\_\_\_

**During the year** Attach pictures, clippings, fair exhibit write-ups, project worksheets, or additional pages related to this project.  
\_\_\_\_\_  
\_\_\_\_\_

**During the year** Other things I did this year related to this project:  
\_\_\_\_\_  
\_\_\_\_\_

**General financial summary** This summary is optional but can be used with any project to record costs of owning or making an item, comparing costs, etc. (Specific financial worksheets are also available for some projects.)

Expense Items	Amount	Income Items	Amount
Total Expense		Total Income	

**End of the year** Here's how I felt about my project experience:  
\_\_\_\_\_  
\_\_\_\_\_

**End of the year** Here are my project plans for next year:  
\_\_\_\_\_  
\_\_\_\_\_

Information on this form may be adapted or modified for use with computer, video tape, or audio tape.  
Prepared by 1995-1997 Record Keeping Club Task Force Subcommittee: Melva L. Berkland, Extension Communication Specialist; Donna Fincham, Composition Consultant; Creative Services, Instructional Technology Center; and Lonna Nachtigal, Illustrator.

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c. Senior 4-Hers, grade 9, 10, 11, & 12, complete Advanced Form.

**Youth and 4-H Advanced 4-H Project Area Record**  
Year: \_\_\_\_\_

Name: \_\_\_\_\_ County: \_\_\_\_\_  
Age: \_\_\_\_\_ Grade: \_\_\_\_\_ Years in 4-H: \_\_\_\_\_  
Project area: \_\_\_\_\_  
Years enrolled in this project, including this year: \_\_\_\_\_

(A project continues all year. It includes what you do and learn in the project in which you enrolled; an exhibit is only one part of all you do in a project.)

**Goals** Each goal statement should include the Action-Result-Timetable of your plans.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Communication** Record presentations (talks, demonstrations, newspaper articles, radio interviews, etc.) you have given in this project this year. Include the topic, kind of presentation, type of group reached, and number in audience.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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4H 0090C

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**Action plan** Record what you did and learned in this project as you go through the year. Be specific by telling how many and what items were made or selected, animals fed and cared for, decisions, plans carried out, etc.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Citizenship** Record your citizenship and community service experiences (helping others) related to this project. Include activities of benefit to the community, school, church group, a neighbor, etc.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2

**Leadership** Record your leadership activities related to this project, such as teaching others, leading workshops, organizing an activity, etc.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**General financial summary** This summary is optional but can be used with any project to record costs of owning or making an item, comparing costs, etc. (Specific financial worksheets are also available for some projects.)

Expense Items	Amount	Income Items	Amount
Total Expense		Total Income	

**Recognition and exhibits** Record any recognition such as your name being in the paper, congratulatory notes, certificates, or awards received related to this work. Also, list the exhibits you had in this project and placings received.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3

**Reflections** Tell about your overall 4-H experiences in this project. Evaluate your personal growth, learnings, successes, disappointments, fun and frustrating experiences, and plans for the future.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**During the year** Attach pictures, clippings, livestock worksheets, fair exhibit write-ups, and other information on additional pages.  
\_\_\_\_\_  
\_\_\_\_\_

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- 7) Livestock and Photography projects have project-specific forms that can be picked up at the office, found on our website, or emailed to you per your request.
- 8) Please include current year and at least 2 years of previous records for each project area.  
\*\*\**(i.e., if you are completing your book for 22-23 year, make sure you have 21-22 and 20-21 records)*\*\*\*
- 9) Exception to rule #8 would be if you are applying for Outstanding 4-H'er Award, please include all years of projects records. You can only receive this award once.

**Additional Notes:**

- 1.) Please keep your older project records in a separate binder that is not submitted.
- 2.) Do not include ribbons, certificates, green cards, etc. to your record books. Those are more suited for a 4-H Scrapbook