

Additional Record Book Forms may be found on the Iowa 4-H Youth Development page:

<https://www.extension.iastate.edu/4h/record-keeping>

Suggested Order for 4-H Record Book

Forms found through Record Keeping link above.

- Title Page with Photo** – Options to include: your photo, your name, club name, grade last completed in school and years in 4-H.
- Participation Guide** – visit website above.
- 4-H Yearly Summary** – The summary helps you summarize your participation in 4-H projects, local group involvement and at community, county, regional, and state levels. Pictures and clippings related to club events may be placed here. Examples: club meetings, camps, float, county and state fair non-project activities.
- Project Records** – Add current project records on top of prior years records. *For example: 2009-2010 on top of 2008-2009, etc.*
- One Project Record** form is needed for each project in which you are enrolled.
- Goals** are required for each project area. *See below.*
- Intermediate and senior members** are required to include some type of financial statement on their projects. *Financial records are encouraged for Junior members; not required.*
- Project related photos, clippings, and exhibit information should be placed after project record forms.

What is a Goal?

Goals are what you want to learn in each project and includes three parts. *Ask yourself: Do I have control over these 3 parts?*

- ⇒ ACTION - how you are going to do it.
- ⇒ RESULT - what you will do.
- ⇒ TIMETABLE - when you plan to have it completed.

Goal Examples

- ⇒ I want to learn how to make chocolate chips cookies to serve at the March 4-H meeting.
- ⇒ I want to train my dog to sit before county fair time.
- ⇒ NOT: I want to win a blue ribbon at fair.

What Other Awards Can I or my Club Apply for? Can I nominate Others?

Application and nomination forms found through Award Forms link above.

- Project Awards** Youth completing grades 7-12 may apply for 4-H project awards. You may only win a specific project award once, Part of the evaluation process for Intermediate & Senior Project Awards is an interview or a 2-5 minute video. Application due October 1.
- Danforth "I Dare You Award"** Presented to youth who have completed 10th or 11th grade and demonstrates leadership qualities, excellence in character, and has potential for future leadership. Applicant must have two or more years of 4-H work, show leadership, citizenship, achievement skills, and an overall excellence in their 4-H career. *Application due October 1.*
- Club Officer Awards** These awards are to be applied for by the officer whose work has been done this past year. Officers may be any age. Materials must be submitted by 4-H'er holding respective office. *If more than one office is held by 4-H'er, that individual may apply for only one officer award.* Club Officers include: President, Vice President, Secretary, Treasurer, Historian, Photographer, Reporter, Recreation Leader, Healthy Living Officer. You may only win a specific officer award once, *Applications due October 1.*
- 4-H Club Community Service Award** Groups or clubs may submit a written report along with pictures, newspaper clippings, etc. about their club's community service project from the 4-H year. *Applications due October 1.*
- Alumni Award** is given to an individual that was a past 4-H member and has given their time and talents to the benefit of 4-H members and/or the 4-H program. *Nominations due October 1.*
- Honorary Award** is given to an individual that was never a 4-H member, but has given their time and talents to the benefit of 4-H members and/or the 4-H program. *Nominations due October 1.*
- Meritorious Service Award** is given to an individual, group, or business that has supported the 4-H members and/or the 4-H program through their time, talents or resources. *Nominations due October 1.*

