

## Record Book Tips

It's RECORD BOOK time! Record Books will be due to the Extension Office by October 1<sup>st</sup> if applying for county or state awards. Check with your club leaders for when your record books are due if not applying for awards. It is **required** that leaders check and sign your book every year. Record Books are a great way to reflect on the past 4-H year, but they also help with record keeping skills, communication skills, and more!

Junior 4-H'ers (grades 4, 5, & 6 last school year) may apply for awards in project areas. Intermediate & Senior 4-H'ers (grades 7-12 last school year) are also eligible to apply for project area recognition. A 4-H'er can receive the project area recognition *only once* as an Intermediate or Senior 4-H'er. 4-H'ers in grades 10-12 may also apply to advance to state award consideration. Additional information is available from the Extension office. Members must apply for awards in order to receive recognition.

Record book forms and application can be found at:

<https://www.extension.iastate.edu/dubuque/4h> or at the Extension Office.

### **Record Book Guidelines and Forms:**

1. Cover Page (including your name, picture, years in 4-H)
2. Self-Evaluation
3. Yearly Summary
4. Project Records—a Project Record Form is REQUIRED for each project. (Project Record sheets should include your goal(s), your plan to reach the goal, and the evaluation of outcome)
  - Jr. members will fill out a Basic 4-H Project Record
  - Intermediate members will fill out an Experienced Project Record
  - Senior members will fill out an Advanced Project Record
5. Photography Project Record—these are required for photography projects. You will need this form **AND** the Project Record form talked about in #4. Put this form behind the project record forms.
6. Livestock Project Record-these are required for livestock projects. You will need this form **AND** the Project Record form talked about in #4. Put this form behind the project record forms.
7. Any programs, newspaper clippings, ribbons, etc. that reflect on your 4-H year. Think of your record book as your 4-H scrapbook.



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## Record Book Order Example

**Section 1:** Create a **Cover Page** and attach a tab that says 2019-2020. Under it, put your **Self-Evaluation** and then your **Yearly Summary**. Repeat with information from past years. It would look like this:

- Cover page – tabbed 2019-2020
  - 2019-2020 Self-Evaluation
  - 2019-2020 Yearly Summary
- Cover page – tabbed 2018-2019
  - 2018-2019 Self-Evaluation
  - 2018-2019 Yearly Summary
- Cover page – tabbed 2017-2018
  - 2017-2018 Self-Evaluation
  - 2017-2018 Yearly Summary

Etc. as needed for as many years as you've been in 4-H

**Section 2: Project Records.** Make a tab for each project section. Tab the years from the current year on down. Do this for each project area. So for example, if I'm flipping through your book, I would see:

- Woodworking divider tab
  - 2019-2020 Woodworking Project Record (tabbed 2019-2020)
  - 2018-2019 Woodworking Project Record (tabbed 2018-2019)
  - 2017-2018 Woodworking Project Record (tabbed 2017-2018)
- Photography divider tab
  - 2019-2020 Photography Project Record (tabbed 2019-2020)
  - 2019-2020 Photography Project Worksheet
  - 2018-2019 Photography Project Record (tabbed 2018-2019)
  - 2018-2019 Photography Project Worksheet
- Swine divider tab
  - 2019-2020 Swine Project Record (tabbed 2019-2020)
  - 2019-2020 Swine Livestock Project Worksheet
  - 2018-2019 Swine Project Record (tabbed 2018-2019)
  - 2018-2019 Swine Livestock Project Worksheet
  - 2017-2018 Swine Project Record (tabbed 2017-2018)
  - 2017-2018 Swine Livestock Project Worksheet

**Section 3:** You might have Project Records from past years that you did not do this year. Keep them but move them to the back of your book so that your most current information is in the front. For example:

- Home Improvement divider tab
  - 2018-2019 Home Improvement Project Record (tabbed 2018-2019)
  - 2017-2018 Home Improvement Project Record (tabbed 2017-2018)
- Child Development divider tab
  - 2016-2017 Child Development Project Record (tabbed 2016-2017)

