How To Put Your Record Book Together

1. Create a Cover Page (must include your picture, name, years in 4-H, and grade) and attach a tab that says 2013-2014. Under it, put your Self-Evaluation and then your Yearly Summary. Repeat with information from past years. It would look like this as I page through it:

   Cover page – tabbed 2013-2014
   2013-2014 Self-Evaluation
   2013-2014 Yearly Summary

   Cover page – tabbed 2012-2013
   2012-2013 Self-Evaluation
   2012-2013 Yearly Summary

   Cover page – tabbed 2011-2012
   2011-2012 Self-Evaluation
   2011-2012 Yearly Summary

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

2. Next come your Project Records. For each project, tab a project divider, then 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:

   Food and Nutrition divider tab
   2013-2014 Food & Nutrition Project Record (tabbed 2013-2014)
   2012-2013 Food & Nutrition Project Record (tabbed 2012-2013)
   2011-2012 Food & Nutrition Project Record (tabbed 2011-2012)

   Photography divider tab
   2013-2014 Shooting Sports Project Record (tabbed 2013-2014)
   2012-2013 Shooting Sports Project Record (tabbed 2012-2013)
   2011-2012 Shooting Sports Project Record (tabbed 2011-2012)

   Woodworking divider tab
   2013-2014 Woodworking Project Record (tabbed 2013-2014)
   2012-2013 Woodworking Project Record (tabbed 2012-2013)
   2011-2012 Woodworking Project Record (tabbed 2011-2012)

3. If you have Project Records from past years that you did not do this year, that’s okay. Keep them but move them to the back of your book so that your most current information is on top. For example:

   Home Improvement divider tab
   2013-2014 Home Improvement Project Record (tabbed 2013-2014)
   2012-2013 Home Improvement Project Record (tabbed 2012-2013)

   Child Development divider tab
   2012-2013 Child Development Project Record (tabbed 2012-2013)

4. There is a special Photography Project Worksheet that you need to include IN ADDITION TO a regular Project Record form. Insert the Photography Project Worksheet after the Photography Project Record for that year. You may also include photos.

5. There are special Livestock Project Worksheets that you need to include IN ADDITION TO the regular Project Record forms. Insert Livestock Project Worksheets after the Project Records for that year. For example:

   Swine divider tab
   2013-2014 Swine Project Record (tabbed 2013-2014)
   2013-2014 Swine Livestock Project Worksheet
   2012-2013 Swine Project Record (tabbed 2012-2013)
   2012-2013 Swine Livestock Project Worksheet
That’s it! Just repeat as necessary for each project area you would like to be evaluated in.

Other tips/things to consider for your record book:

- Take your time! If you rush through it, it shows. If you set your goals in the fall and come back to report your progress every once in a while through the year, it will be a lot less work that trying to get it done a few days before it’s due to your leader.

- If you take a project to the fair, include your goal sheet and any photos you took after the Project Record in that area. If you take more than one project to the fair in that area, include all of the goal sheets and photos but still just write out one Project Record. For example:
  - Your Food & Nutrition goal in your record book at the start of the year might read, “I want to spend a lot of time in the kitchen with my grandma this year, because she is an excellent baker and I want to learn from her.”
  - For the fair, you might bring a cake, a poster about knife safety, and canned salsa. You learned all of this while working toward that overall goal!

- Your record book goals should not be the same as your fair exhibit goals. You should set your record book goals early in the year and then your fair project goals come up as you learn and work toward your overall goals. For example:
  - At the start of the year, in your record book, you might write, “In Woodworking this year, I would like to learn which woods are best for making furniture.” This is an overall goal for you to be learning about all year.
  - As you learn about different woods over the year, you can then use what you learn to make an exhibit for the fair. Your fair goal for a woodworking project might be, “I want to make a strong coffee table for our living room.” Since you’ve already been working toward the goal in your record book all year, you’ll know which wood would be best to make your coffee table for the fair.

- The last part of the record book is the miscellaneous part. That is where you will put your newspaper clippings, awards, and other things that are important but don’t belong in the front of the book. Again, use tabs. Put everything from this year together, followed by past years.

- Don’t forget to write about the leadership and citizenship skills you gained through the project. This is a VERY IMPORTANT part of the Project Record for Intermediate and Senior 4-H’ers. If you look at the Hot Sheets on the state website, they list ideas of how you can show leadership and citizenship in every project area from Beef to Woodworking!
  http://www.extension.iastate.edu/4h/projects

- Always remember you can call the office at any time with questions. We will be glad to help!