

4-H Record Book Guidelines

Record Book Format (Please read specific instructions below)

1. Record Book Cover
2. Tabbed Divider with the Year
3. Cover Page
4. Project List
5. Youth and 4-H Personal Goal Record
6. Youth and 4-H Yearly Summary OR 4-H Story
7. Tabbed Divider for each project area
8. Youth and 4-H Project Records
9. Project Worksheets
 - a. County Fair Write Ups
 - b. Project Area Photos and Clippings
10. General 4-H Photos and Clippings
11. Previous years records

1. Record Book Cover – These can be picked up free at the Extension Office for all first year members. Additional record book covers can be purchased at the Extension Office for \$2.00.

2. Tabbed Divider with the Year – This can be a plain piece of paper with a tab or a tabbed divider with the year printed or written.

3. Cover Page – This should be completed with a photo of yourself from the 2019-2020 year.

4. Project List – List the project areas in which you completed projects and took to county fair to be judged. (Project areas you did not participate in or have your project judged in should be left off.)

5. Youth and 4-H Personal Goal Record – A portion of this form should be filled out at the beginning of the 4-H year, with evaluation completed at the end of the year. List your overall goals for the 4-H year.

Think about the three parts of a measurable goal:

- a) Action: How are you do something?
- b) Result: What are you going to do?
- c) Time Table: When are you going to do it?

6. Youth and 4-H Yearly Summary – Summarize your activities in 4-H during the past year in addition to personal, home, school and community activities.

Any projects you started but did not complete for judging can be included on page 3 of this form. Incomplete projects should not be added in any other parts of your record book.

OR

4-H Story – Write about your 4-H year. Summarize all 4-H activities during the past year in addition to personal, home, school and community activities. List any awards or recognition you received and presentations you gave. Include your responsibilities at home and school and community activities you have participated in this year, including employment.

Any projects you started but did not complete for judging can also be discussed and explained in your 4-H story. Incomplete projects should not be added in any other parts of your record book.

Feel free to also include why 4-H has helped you to become a better person, your future plans and your positive and negatives from the 4-H year.

7. Youth and 4-H Project Records - A project record sheet should be completed for each project area you completed a project in.

- Junior 4-H Members (grades 4-6) – Basic 4-H Project Record
- Intermediate 4-H Members (grades – 7-8) – Experienced 4-H Project Record
- Senior 4-H Members (grades 9-12) – Advanced Project Record

8. Tabbed Divider for each Project Area - This can be a plain piece of paper with a tab or a tabbed divider with the project area printed or written.

9. Project Worksheets – A project worksheet should be completed for all animal projects in addition to photography.

- A. County Fair Write Ups** – Include the project write up you included with your project at county fair judging. County fair write ups should follow the project worksheet.
- B. Project Area Photos and Clippings** – Include 2-6 photos of each project area. Include photos of the project from the beginning, along the way, finish project. Include newspaper and newsletter clippings tied directly to the project. Photos and clippings should be attached to a plain piece of paper or in a clear slip. Each photo must have a labeled description. Project area photos and clippings should follow the matching project worksheets and county fair write up.

10. General 4-H Photos and Clippings - Include general 4-H photos, newspaper and 4-H newsletter clippings that you were involved in throughout the 4-H year. Photos and clippings should be attached to a plain piece of paper or in a clear slip. Each photo must have a labeled description.

11. Previous Years Records – Make sure there is a tabbed divider with the year before your previous year records – This can be a plain piece of paper with a tab or a tabbed divider with the year printed or written.

A few things to remember as you work on your record book:

- All record book information and forms can be found at:
<https://www.extension.iastate.edu/eastpottawattamie/page/4-h-record-keeping-books-and-livestock-id-forms>
- Neatness counts! Use a computer or your best handwriting.
- Be organized! Use the format above when adding each form into your record book.
- Ribbons and pins should not be included in your 4-H record book. These are better suited for a scrapbook.
- If your record book includes several books/binders, only submit the most current **ONE** book to your club leader for record book judging.
- A full complete record book example can be viewed on the website above or looked at in the Extension Office.

Record Book Judging Guidelines

- 4-H member record books must be submitted to their club leaders – club leaders should create a deadline and place for members to drop off completed record books. Record books will not be accepted at the Extension Office until judged by club leaders.
- All record books must be judged by leaders and dropped off to the Extension Office by 5:00pm on October 1, 2020. Leaders may not judge their own child's record book.
- Record books will be judged by leaders using the provided, color-coded Record Book Evaluation Forms. Judging forms are available for members to view on the Extension website. Completed forms should be stuck inside the cover of the record book. Judges should make comments and suggestions on the Record Book Evaluation Form, these forms are returned to members with their record books. These should be marked gold, silver, bronze for their overall record book and signed by the judge.
 - Gold: Outstanding record book, the member went above and beyond, while following all guidelines.
 - Silver: Complete record book. All required forms were in place and filled out.
 - Bronze: Record book was submitted. Information or forms are missing.
- Record book judges should place an X next to the awards they would like to nominate the 4-H member's record book. This should be based on their completed 4-H record book. Members are only eligible for awards in which they have participated and completed records for. Memorial and Senior awards may be received once per member, project awards may be received one per age group. Awards youth are not eligible for this year or have already received will already be crossed off their form. These forms are for office use only and will not be returned to the 4-H member.
- For club members not completing a record book, please return their blank forms to the Extension Office with your completed and judged record books by 5:00pm on October 1, 2020.