



Be a Record Book Champion!

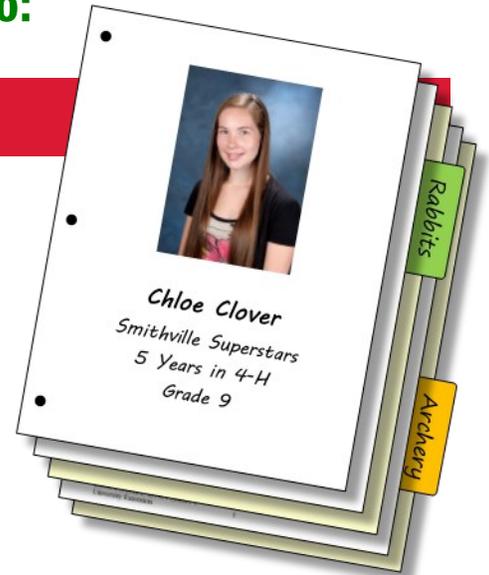
How to assemble your 4-H Record Book like a pro:

1. START WITH YOUR COVER PAGE

Show us your beaming smile and introduce us to who you are!!! The cover page should include:

- 1.) A current picture of yourself
- 2.) Your name
- 3.) The name of your club
- 4.) How many years you have been in 4-H (for the year you are recording)
- 5.) Your grade in school (for the year you are recording)

TIP: Make it fun and creative if you wish, and always put the most current year on top!



2. YEARLY 4-H SUMMARY

This is a standard 4-H form that you can find on our website. It goes directly behind your current cover page and is a summary of your participation, recognitions, projects, presentations, club, county, and state involvement. Behind your Summary, add supporting material. Don't forget to:

- Add photos (include your club group photo!!)
- Add newspaper clippings
- Add any other items that recognize you and/or your club and highlight your involvement

TIP: Keep project specific items for the project area sections of your book.

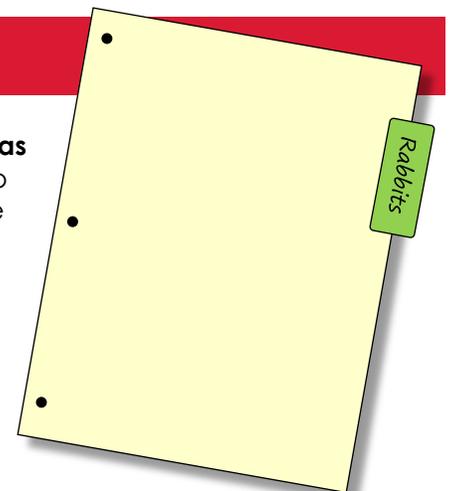


3. ADD TABBED DIVIDERS

Tabbed dividers should be used to separate each of the **project areas** that you keep records on. They are a great tool that you can use to keep organized. Also, when you begin applying for project awards, they allow the people evaluating your record book to find everything with ease!

WHAT IS A PROJECT? A project is not the same as an exhibit at the county fair. It is the broad category in which you enrolled in the beginning of the year. Examples include: Visual Arts, Market Beef, Photography, Woodworking, Food and Nutrition, etc.

TIP: If you plan to apply for project awards, you must have a section for that project area.



4. PROJECT RECORD SHEETS

The Project Record Sheet is needed for **each project area** you are keeping records for. There are three types: Basic is for 4-6 graders, Experienced is for 7-8 graders, and Advanced is for 9-12 graders. Here you will:

- 1.) List your goals and accomplishments
- 2.) Add pictures, clippings, and other supporting material
- 3.) Do not include ribbons.

TIP: In many cases, you can use some of the same goals from your fair exhibit write-ups.



This form is titled "Youth and 4-H Basic 4-H Project Record". It includes fields for Name, Age, Project Area, Grade, County, and Years in 4-H. It also has a section for "Years entered in this project, including the year:" with a table for recording. Below that are three sections for "Beginning of the year", "During the year", and "Closing the year", each with a large box for notes. The form is from Iowa State University Extension & Outreach.

5. FOR ANIMALS OR OTHER SPECIAL AREAS

Photography, shooting sports, and most of the animal projects also require **project worksheets**. These additional forms will help you keep track of inventory and expenses, etc. For these project areas, please use the "Complete Record Sets" found on our website. They will include everything you need. Use them for:

- Animal project areas
- Photography
- Shooting Sports

If you exhibited a Bottle Calf or Pet at fair, you can simply use your workbook from fair for these project records.

TIP: You do not need to include animal show programs from fair in your record book.



This form is titled "Youth and 4-H Breeding Beef, Sheep, and Swine Project Record Worksheet (For Junior 4-H'ers)". It includes fields for Name, County, Record Start Date, and Record End Date. It has a section for "Project Type" and "Project Area Information" with a table for recording. The table has columns for "Number of this number of animals (and one of the kind) of your project" and "Amount of \$". The form is from Iowa State University Extension & Outreach.

6. WHERE TO FIND ALL OF THE FORMS:

Record Book keeping forms are available in the Hardin County Extension office, but can also be found on our website in both PDF and Word or Excel version. Please go to:

<https://www.extension.iastate.edu/hardin/content/record-book-and-awards-night>

TIP: We have an additional form on this site that will tell you exactly what forms you need for each project area. Look for "What forms do I need to receive a project award?"