

A Complete Guide to 4-H Record Books

CLOVER KIDS

At this time, Clover Kids do not complete record books.

4-H MEMBERS:

Ask questions frequently for help. 4-H Staff, your Club Leaders, 4-H members, and Committee Volunteers, are all here to help.

GOALS:

Have 2 goals for each project area. They should be different goals than you had the previous year.

Use the outline below to help you write great goals.

A.R.I GOALS

Action: How are you going to do it?

Result: What will you do?

Timely: When do you plan to have it done?

Examples:

I would like to *learn rule of thirds in photography* **by taking pictures and exhibiting two exhibits** at the county fair.

I would like to *train my dog to walk on a leash* in 6 weeks **by going to dog classes.**

What to Include

All record books should include the following information in this order:

- ⇒ Johnson County Fall Award Application Form
- ⇒ Title/Cover Page
- ⇒ Table of Contents
- ⇒ Yearly Summary
- ⇒ Project Area Record Worksheet



The items below are optional but you can include them.

- ⇒ 4-H Story
- ⇒ Non-Project newspaper Clippings/Photos

Putting your Record Book Together

Your record book should be placed in a three-ring binder or similar item. Your Application Form should be the first thing the Record Book Judges see when they open the book. This can be placed in the pocket or as the first page. Next should be your Title/Cover Page followed by the Table of Contents.

Page dividing tabs are very important. Your Yearly Summary should be tabbed making it easy for the judges to find it. If you decided to do a 4-H Story make sure it has a section tab as well.

Each project area should also be tabbed (Photography, Woodworking, Horticulture, Citizenship, etc.). You will place the corresponding Project Area Record Worksheet behind each tab in the record book. When purchasing or making tabs please make sure they stick out past the page forms.

Page protectors are not required but if you would like to use them feel free.

Second year and further record book:

You will never take anything out of your record book, only add to it. When you add new documents put them on top of last years'.

For example: The 2020 Yearly Summary will go in the Yearly Summary section on top of the 2019 Yearly Summary. The 2020 Photography Record Worksheet will go on top of the 2019 Photography Record Worksheet in the Photography section.

WHY KEEP RECORDS?

- ⇒ Helps you establish Goals
- ⇒ Takes responsibility
- ⇒ Collect facts
- ⇒ Organize information
- ⇒ Complete an evaluation progress
- ⇒ Help prepare you for future applications/interviews
- ⇒ Helps others understand you
- ⇒ Others learn about your interest and evaluate progress
- ⇒ To assist with scholarship applications

TIPS

- ⇒ Records should be prepared by 4-H members
- ⇒ Make sure records are neat and carefully organized
- ⇒ Complete and concise records; avoiding duplication. Include financial records.
- ⇒ Be accurate in recording information
- ⇒ Include all 4-H learning experiences and accomplishments
- ⇒ Use divider pages with tabs at front and each section after the Table of Contents
- ⇒ Make sure the tabs are visible past the edge of the pages
- ⇒ Alphabetizing project area sections helps locate project areas quickly
- ⇒ Be sure to include your mistakes and unachieved goals



Parts of a Record Book Explained

Application Form

Tells Record Book Judges what project areas youth would like award consideration in.

Title/Cover Page

Includes: Name, Club, Grade, Year, and a picture of the youth that year.

Table of Contents

On this page you will list the order in which you organized your record book. This helps judges easily find the project area they will judge.

Yearly Summary

This form covers what the youth did throughout the year both in and outside of 4-H. The last section is where youth can list project areas they did not complete a project record form. Provide a brief summary of accomplishments.

Project Area Worksheets

Youth should fill out a project worksheet for each project area they worked on. Youth will include everything they did in that project area. Examples: county fair exhibits, talks to clubs, community service, helping others, including financial records, etc. that are related to that project area. Forms can be found here:

www.extension.iastate.edu/4h/record-keeping

Project Area Financial sections: Be sure to include this in each project area. If you had everything on hand, estimate the cost of items used. (Example: \$0.25 for flour or \$2 for paint.)

4-H Story

This is a story, think storybook story, about a 4-H'ers experience with 4-H. Consider including highlights, frustrations, favorite projects, fun experiences, funny stories, etc. This is a great storytelling opportunity.

Non Project Newspaper Clipping/Photos

Although a record book is not a scrapbook it is a great place to keep track of important 4-H articles and photos.

Resources:

Checkout our member page for more forms and information www.extension.iastate.edu/johnson/page/member-info