

RECORD BOOK ORDER & RUBRIC

- 0-2 Points- **Green**
- 3-4 Points- **Bronze**
- 5-6 Points- **Silver**
- 6 Points or More - **Gold**

___ Cover Page

The first page of your year's records should be a current picture along with your name, age, grade and year(s) in 4-H.

- 2 points:** Completed cover page
- 1 point:** Included cover page picture but no information was listed
- 0 points:** No cover page included

___ Yearly 4-H Summary

Complete entire Yearly 4-H Summary. Make sure to read each box and include anything that pertains to you. You will fill out a new 4-H Yearly Summary page each year.

Don't forget to complete "End of Year" (last page of the Summary). This is important to remember your progress or struggles. It is a **brief** evaluation of your entire club year - not just of one particular project. There's a little room on the last page to write your evaluation. If you feel like you need more room, add another page. It doesn't have to be long but writing "it was a good year" doesn't give a good expression of what the year meant to you.

- 2 points:** Completed Summary Page
- 1 point:** Summary Page included but not complete
- 0 points:** No Summary Page

___ Project Record(s)

You will need **one** project record **per project area**.

It is important to know the difference between a Project Area and a Fair Exhibit. They are not the same thing. For example, Food & Nutrition is a Project Area, cookies or bread is a Fair Exhibit. If you were to bring a plate of cookies and a loaf of bread to the Fair, you do not need 2 Project Record sheets. These are both considered Food & Nutrition. Therefore, you would fill out one Food & Nutrition Project Record and perhaps your goals would be to make cookies and bread for the fair. If this is still confusing to you, please ask a leader for assistance. It is also important to know that the Project Record sheets change as you get older:

- Basic 4-H Project Record for Juniors (4th-6th grade)
- Experienced 4-H Project Record for Intermediates (7th-8th grade)
- Advanced 4-H Project Record for Seniors (9th-12th grade)

Keep in mind that your goals should have these 3 pieces:

- **Action:** I want to learn how
- **Result:** build a birdhouse
- **Timetable:** by the end of June of 2018.

Goal: I want to learn how to build a birdhouse by June of 2018.

Project Record(s) Cont'd:

Juniors/Basic: Goals do not need to be more elaborate than the above example.

Intermediates/Experienced: Build on the basics of the above example by elaborating and focusing on the specifics.

Seniors/Advanced: With your years of experience, make sure to think about how you could include citizenship and leadership within your project area. For example: donating clothes to Goodwill or the Salvation Army is citizenship in the Clothing Project Area. Make sure to include your club presentation under "Communications" and include your Financial Summary (if any). A fair premium is considered Income.

Livestock: There are special worksheets and livestock project worksheets that need to be filled out along with project worksheets. Non-animal worksheets that are available include photography and vegetable gardening. Animal worksheets required for each species are:

Market Beef, Sheep, & Swine (For Juniors)	Horse and Pony (4H-512 WS)
Market Beef, Sheep, & Swine (For Intermediates & Seniors)	Dog Permanent Record
Breeding Beef, Sheep, & Swine (For Juniors)	Goat Worksheet
Breeding Beef, Sheep, & Swine (For Intermediates & Seniors)	Poultry Workshop
Bottle/Bucket Calf	Rabbit Workshop

You can also choose to include your Fair write-ups/pictures in your record book.

2 points: Each project record contains one exhibit goal sheet, completed with Action, Result, & Timetable goals. Goals can be met or unmet; (If you signed up for a Project and did absolutely nothing, it doesn't need a project goal sheet, but it will need to be included on page 3 of your Summary)

1 point: Most enrolled project areas have one Project Record, mostly completed

0 points: Missing Project Records (that weren't included in Summary)

Pictures & Clippings (Extra Points)

Pictures/clippings can be a fun way to track your 4-H career but isn't necessary in a record book. If you choose to include them think of it as your 4-H "scrap book" that could include various pictures of you enjoying your 4-H activities throughout the whole club year. Pictures of you at club meetings, your club presentation, County Communications, 4-H Awards Night, county Project Meetings, working with your animals, performing at Share the Fun or Awardrobe, or at the county or State Fair. It doesn't stop there, but those are a few ideas! Include anything that will remind you of your 4-H activities for the year.

The second part is "Clippings." This would include newspaper clippings of your 4-H experiences: club meetings, Fair results, community service, our fundraisers, parades, etc. Cut the info/picture out of the newspaper and include it in this section. Again, clippings aren't required but can be a good way for you to track your 4-H year.