

# SUGGESTED ORDER FOR RECORD BOOK

## 1. TITLE PAGE

- Most current year in front with previous years directly behind.
- Should include a current picture, name, address, club, grade, and years in 4-H.

## 2. YEARLY SUMMARY (white form)

- Most current year in front with previous years directly behind.

## 3. NON-PROJECT RELATED 4-H PICTURES AND CLIPPINGS

## 5. EXTRA ITEMS TO ADD (optional)

- ⇒ Fair goal sheets may also be included in the appropriate area, but the actual ribbons should be left out of the Record Book.
- ⇒ Clippings or photos should be kept with the forms for the appropriate year.

Record Keeping forms can be found at:

<https://www.extension.iastate.edu/lyon/page/member-info>



## PROJECT OR EXHIBIT?

- **Project:** is a year long interest in a particular area (beef, clothing, woodworking, etc.). It includes a variety of learning experiences or events related to the topic. The learning experiences may take place at home, school, in club activities, or on one's own. It often includes work in the particular area of leadership, citizenship, communication, and decision-making. Project goals should be written down on the Project Record form at the beginning of the 4-H year.
- **Exhibit:** is one part of the project area. It would be something that the young person chooses to publicly share or showcase, such as at the fair. All exhibits come from a project area. All projects do not have to be exhibited.

## CITIZENSHIP, LEADERSHIP, & COMMUNICATION

**Citizenship:** includes activities you participate in that are done to help others. Activities could include anything that will benefit the community, your 4-H club, school, church group, a neighbor, etc.

**Leadership:** is "helping a group attain its goal". Leadership is not doing things for the group; it is helping the group decide what to do and how to do it. Activities could include helping conduct workshops, plan a club tour or event, plan and carry out a recreation program for your club, etc.

**Communication:** is sharing ideas and skills you have learned with others. Communications include presentations such as a talk, demonstration, working exhibit, Share-the-Fun, newspaper article, radio, interview, etc. These can be at any level of participation: local, county, or state. They may be presented to your club, at school, church or community event.

