Six easy steps to an A+ Record Book!
What you plan, do, learn, spend, and earn

Step #1: The Record Book

- Get a sturdy book to make into your record book – it can be a binder, scrap book, or the official 4H record book.
- Decorate the cover of your book however you would like to decorate it.
- Put page protectors on your new record book. Put the page opening at the top so things don’t fall out of your book.

Step #2: Gather your information throughout the year

- Keep your record book in an area where you can easily collect photos and newspaper clippings.
  - You do not need to organize them yet, just keep up with collecting material.
  - Highlight your name in newspaper clippings before you store them.
- Keep ticket stubs, brochures from field trips, award certificates, anything that shows your 4H year.

Step #3: The Yearly Summery – this will be your most important page to keep up with.

- The Yearly Summery page must be in your book – you will find it on the Madison County Extension web site, www.extension.iastate.edu/madison.
  - Click on “Kids and Teens / 4H” on the left side of the page, listed in the box
  - Scroll to “Records Books” on the far right side of the page, about half way down the page, and click on “Record Keeping Forms”
  - Click on “4H Yearly Summery” tab
  - You can now do one of two things: If you save this document to your computer, you can pull it up and fill it in as you go through your 4H year. Other option is to print it off, and hang it up so you can remember to record things as you do them. Go in month to month order!
- An example of what the 4H Participation section could look like:
  - September: First meeting of the new year. This is my 3rd year in 4H.
  - October: I helped with our club road side pick up. I was voted historian of our club
  - November: Went to horse project meeting. Went to officer training
  - December: Went to club Christmas party at Godfathers, sang carols at the nursing home
  - January: I am on the fieldtrip committee, we met after our Jan. meeting

Step #4: Project Records

- Fill out an individual Project Record page for each project that you do, including static exhibits.
- If you show any live animal at county fair, you will greatly enhance your record book by keeping up with the records of your animal. This can be very time consuming, but not if you put the form up and record things as they happen or as you spend the money on feed/supplies. All forms are on the Extension web site, or at the Extension office.
Step #5: Put it all together!

You will need:
- Clear page protectors, inserted open side up so nothing falls out of your book.
- Tabs to separate your projects and the years. You can buy them or make them.
- Pen or markers. Try not to use pencil.
- Tape or glue. Double sided tape is wonderful for putting things in record books!
- Paper to mount photos and newspaper clippings onto. Can be colored paper.
- These forms: (all found under “Record Keeping” on Extension web site or at Extension office)
  - Photo page – this has a photo of you, your name, age, club, grade & projects
  - 4H Yearly Summery pages
  - Individual project forms
  - Livestock forms

Stick your photos / newspaper clippings to paper, then label them – what is happening in the photo?

Put your book together in this order, and use tabs to separate projects and sections. The new year goes in front of the past years.
- Photo Page – let’s see that smile! 😊
- Yearly 4H Summery pages
- 4H project record forms
- Project worksheets (mainly for livestock projects) not required, but good to have
- Various photos and newspaper clippings

Step #6: Turn it in on time
- A good attempt at a record book is better than no record book at all

Don’t:
- Put your ribbons in your record book
- Scribble out words or get too messy
- Use the 4H clover symbol without including the 18, U.S. C. 707 copyright code