



TABLE OF CONTENTS & DIRECTIONS FOR YOUR RECORD BOOK

If you take it Step by Step it will be simple...

FORMS available on-line: <http://www.extension.iastate.edu/mitchell/4h>

There are two ways you can put your record book together:

*by the **SUBJECT AREA** or by the **YEAR**.*

You can choose whichever way works best for you.

BY SUBJECT AREA:

Make a TAB for each of the following subject areas. Put your forms behind the corresponding tab, keeping the most current year on top.

- #1. Award Application & Evaluation Form ...** A new one must be completed each year. Place behind the Award Application tab and put the current year first. Application forms are available from the Extension office, on-line or your club leader.
- #2. Cover Page ...** Be Creative! A new cover page needs to be made each year. Remember the information is for this past year, so the grade would be the one you were in last year. Place behind the Cover Page tab. The current year should be first.
- #3. Expected Standards...** A new form should be signed by both member and parent. Place behind the Expected Standards tab and put the current year first.
- #4. Yearly Summary ...** A new form must be completed each year. Place behind the Yearly Summary tab and put the current year first. The Yearly Summary, should include the 4-H activities you participated in for the past year within the club, county and state. Any materials, clippings, photos, etc... that would not go with a project record can be placed behind the Yearly Summary. (ie: Your 4-H clubs' photo was in the paper for a community service project that you helped with - you can put the picture in this section behind your Yearly Summary form) To get the form you can download it from the web or contact your club leader or the Extension office.
- #5. Project Records ...** Complete a form for each project area that you were enrolled in over the past year. Place the current year on top. You should have a tab for each project area. (ie: Food & Nutrition, Photography, Market Beef, etc...) You fill out one project record for everything you did and all the exhibits you took to fair in that project area. For example if you took 3 photos to the fair you would fill out only one project record and list all 3 photo exhibits on that one form. You can fill out project records for all the project areas you participated in this past year, even if you did not take them to fair. Project records are your goals, what you learned, and what your future plans are in that specific project area. You can use your Fair Write Up/Goals for your project records. Please place these behind the Project Record form. **For market and breeding projects, an Animal Worksheet must also be filled out too.** To get the form you can download it from the web or contact your club leader or the Extension office.

BY YEAR:

Put all of your record materials for the year behind the TAB labeled for that year: For example 2013-2014 Use dividers or Adhesive Tabs to label the following within that year so they can be easily found.

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- #2. Cover Page ...** Be Creative! A new cover page needs to be made each year. Remember the information is for this past year, so the grade would be the one you were in last year.
- #3. Expected Standards...** A new form should be signed by both member and parent.
- #4. Yearly Summary ...** A new form must be completed each year. Place behind the Yearly Summary tab. The Yearly Summary, should include the 4-H activities you participated in for the past year within the club, county and state. Any materials, clippings, photos, etc... that would not go with a project record can be placed behind the Yearly Summary. (ie: Your 4-H clubs' photo was in the paper for a community service project that you helped with - you can put the picture in this section behind your Yearly Summary form) To get the form you can download it from the web or contact your club leader or the Extension office.
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Junior members will receive an overall Junior Achievement Certificate for their record keeping and club efforts.

Intermediate & Senior 4-H Project Record **AWARD CERTIFICATES** will be presented to members who satisfactorily complete project records. They can apply for project award certificates **every year**.