



Record Book Guide

“Learning By Doing”

Note: a 4-H year runs from October 1st thru September 30th

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A. What is a 4-H record book?

A 4-H record book is a summary and evaluation of a member's 4-H experiences through out the years. A 4-H record book IS NOT a scrap book. It is strongly suggested that you keep a scrap book with your record book to place extra pictures, club news items, ribbons, awards, stall cards, etc.

B. Who keeps records?

Everyone keeps records in some form—your parents, your friends, and 4-H'ers like you!

C. Why should you keep a 4-H record book?

1. Records help you see if you are meeting your goals.
2. Records help you see the good things you've done and what mistakes you can avoid next time.
3. Records help you make decisions.
4. Completing a 4-H record book gives you practice in record keeping which is something you will do the rest of your life.
5. If you want to be considered for an award some time, you'll need your 4-H records.

D. When should you start to keep a 4-H record?

You can start anytime, but it's easier if you start sooner rather than later. Write down your goals in the beginning of the year and record your activities and participation in 4-H events as they happen.

E. Are 4-H records required?

4-H'ers are ENCOURAGED to keep a 4-H record book. Think of how much you will enjoy looking back at your pictures and stories when you are an adult.

F. How do you start a 4-H record book?

The basic information required in your 4-H record book is:

1. Title Page
2. Table of Contents
3. 4-H Yearly Summary
4. 4-H Personal Goal Record
5. General Photographs & Clippings
6. 4-H Project Record - exhibit write-up from the county fair OR livestock worksheets (breeding animal, market animal, horse)

G. Record Book Forms and Organization

Title Page

Use an unlined sheet of paper. Include your name, grade (as of September 15th), club, years in 4-H and the current 4-H year. It is also nice to include a photograph of yourself.

Table of Contents

This is an optional page, but it adds a lot to your record book. If you tab your book, it would simply be a listing of those tabbed sections. In any case, it identifies the sections in your book. An example would be:

1. 4-H Yearly Summary
2. Personal Goals
3. General 4-H photographs and clippings
 - A. Current Year (20__-20__)
 - B. Last Year (20__-20__)
 - C. 2 Years Ago (20__-20__)

(continued on next page)

4. 4-H Project Records

A. Beef

- i. Current Year (20__-20__) project records first followed by clippings & photos
- ii. Last Year (20__-20__) project records first followed by clippings & photos
- iii. 2 Years Ago (20__-20__) project records first followed by clippings & photos

B. Woodworking

- i. Current Year (20__-20__) project records first followed by clippings & photos
- ii. Last Year (20__-20__) project records first followed by clippings & photos

C. Continue with more project areas

(Note: Labeled dividers between the project areas helps with the organization and makes it easier to thumb thru book)

4-H Yearly Summary

- This should follow your Table of Contents. It is a summary of all your 4-H activities throughout the current 4-H year.
- Make it clear, complete, correct and to the point—not messy, half-done, mistaken or long.
- Record your activities and participation in 4-H events as they happen.
- If you need more space for any of the sections, feel free to add pages. Unlined paper is neater to use than lined notebook paper.

Personal Goals

Set forth at the beginning of the 4-H year. Try to make them good attainable goals for the 4-H member (ie: attend a majority of the meeting, give a presentation to the club, etc). Goals regarding ribbon placings etc are not considered “good” goals because that is solely up to the discretion of the judge.

General 4-H Photographs and Clippings

Include any newspaper clippings about your club, photos taken at club meetings, etc.

4-H Project Records

It is nice to have each project area divided from the others. (ie: Breeding Beef divider, Food & Nutrition divider, Swine divider, Photography divider). The current year’s info will go on top of the previous year’s info in each divided section.

- Livestock/Small Animal Project Areas: use the Breeding or Market Animal or Horse worksheet each year
- Static Project Areas (in the 4-H Building): use the write-up forms from the county fair exhibit

*****Remember to include photos of you working in the project area. They will help show the learning that took place and make it more fun to look at later on.***

**** NOTE: Iowa 4-H has record keeping forms as well, but we like to use our county-created forms. We have tried to condense forms and make them more user-friendly. Forms can be obtained by contacting the Extension office or online at**

<http://www.extension.iastate.edu/ringgold/4h>