



RECORD BOOK GUIDELINES AND TIPS

- Neatness counts!! – Use a computer if available. If not, use your best handwriting. Do not scribble or cross out – use white out or start over. Watch spelling (use spelling & grammar check), punctuation, etc. BE SURE TO PROOF READ.
- Be organized!! Use the recommended format (listed below). Use tabbed dividers (be sure they extend out from the pages so they can be read), clearly marked. Put any “extras” at the end, so as not to clutter the important information used in the judging process.
- Forms can be down loaded at <https://www.extension.iastate.edu/4h/record-keeping> .

Recommended Format:

1. Tabbed Divider with year (2019-20)
2. Cover Page
3. Yearly Summary **OR** 4-H Story
4. Tabbed divider for supporting materials (general pictures, clippings, etc.)
5. Tabbed divider for each different project area, with only the current year’s information (Project Record Sheet, Project Worksheet, fair write-up, related pictures and clippings)
6. Record Keeping Self-Evaluation
7. Previous Year’s records

This method keeps an entire year of materials together, this is the preferred method.

Use these tips as you complete your record books. Your book should consist of the following:

- 1) Record book covers –These can be purchased at the Extension office for \$3. You must have a cover. If you run out of room in your record book, consider using binders, etc. Put 4-H record book cover on the front of each binder. (It is fine to slide your record book cover into the protective sleeve on the binder.) Just make sure you turn everything in for record book judging, including previous years records.
- 2) Cover page – Include a picture of yourself, your name, age, grade and 4-H division level (Junior 4-6th grades, Intermediate 7-8th grades, Senior 9-12th grades).
- 3) Yearly 4-H summary – you may do a Yearly 4-H summary **OR** a 4-H story **OR** both. A yearly 4-H summary summarizes your activities in 4-H during the past year. Also, includes home, school and community activities. Please note if you hosted a club meeting in the 4-H participation section.
- 4) 4-H Story - you may do a Yearly 4-H summary **OR** a 4-H story **OR** both. A 4-H story should sum up your year’s accomplishments, including all items listed on the yearly 4-H summary. (If you do both the yearly 4-H summary and the 4-H story, you do not need to duplicate information.) The story should be a narrative or journal writing which tells about some of the following:
 - a. Self – age, interest, school, family, why your involved with 4-H.
 - b. Projects – briefly talk about what you have enjoyed about the new things you have tired, etc.

- c. Club activities or community service projects - what you have done with other members and how you felt about doing it.
 - d. Tell why 4-H has helped you become a better person and what leadership skills you have practiced
 - e. Future plans – what you want to do next year.
 - f. Briefly talk about positive and negative part of the 4-H year; explain what worked and what didn't work in project areas you did work in.
- 5) Supporting Materials: Can include pictures, newspaper clippings, club minutes, years of membership certificates, etc. DO NOT include ribbons, receipts, letters, etc. - these are better suited for a scrapbook. Make sure supporting materials are neat and organized. Be sure to highlight your name in newspaper clippings and make sure you include captions with photos.
- 6) 4-H project records
- a. Project record(s) – One should be completed for each project area (or included in the Yearly 4-H summary or 4-H story)you are enrolled in – regardless of whether or not you took an entry to the fair. There are 3 levels
 - i. Basic (Jr. members: grades 4-6),
 - ii. Experienced (Int. members: grades 7-8)
 - iii. Advanced (Sr. members: grades 9-12).

These forms are available on the Extension website:
<https://www.extension.iastate.edu/4h/record-keeping> . You may include a fair write-up behind the project record form. Keep in mind that your fair write- up is for one exhibit, not the entire project area.
 - b. Project worksheets (aka – budget worksheet) – Many projects also have a worksheet that you will complete and include with the above forms. These need to go behind the project record forms. These include: Market Beef, Sheep, and Swine Record Worksheet (for Juniors);market Animal Project worksheet (for Int/Seniors); Beef, Sheep, and Swine Breeding Project Record worksheet (juniors);4-H Breeding animal project worksheet (Int/Seniors); 4-H Dairy animal project worksheet; horse or pony project worksheet; Your dog's permanent record; photography worksheet; vegetable garden worksheet. Project worksheets must include fair entries. If no fair entries are made from an enrolled project area you should do a separate project worksheet or include it in your yearly 4-H Summary.
 - c. Project related pictures and clippings – Those pertaining to a particular project area should be included behind the project worksheet.
- 7) Record Keeping Self-Evaluation – be honest with yourself as you complete this!
- 8) Previous Year's Records – Have the current year on top. Make sure you turn in all material, especially if you have more than one book.

*Although you sum up your civic engagement/citizenship activities on the yearly summary, civic engagement/citizenship can also be considered a project area. If you do a lot of work in this area throughout the year, you should do a project record sheet for civic engagement/citizenship – especially if you want to be considered for an award in the area at some point. Be sure you enroll in these project areas.