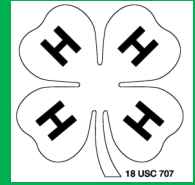


# Tama County Record Book



## Step 1: How to get started!

- Get a sturdy book to make into your record book—it can be a binder, scrap book or the official 4-H record book (this can be ordered at <http://www.4-hmall.org>).
- Decorate the cover of your book however you would like to decorate it. If you use the 4-H clover symbol, make sure you are using the copy right code of **18 USC 707**.
- Don't put your ribbons or judge's comments in your record book.

## Step 2: Gather your information throughout the year

- Have a 4-H box that includes your record book and a calendar. In this box you can place things throughout the year, such as pictures, newspaper clippings, awards, etc. You can record on your calendar the meetings and workshops you attended, other 4-H events, school events, church events, community events, etc. This information will help you when you are completing your record book.

## Step 3: Putting it together.

This is the suggested order of the record book and what needs to be included. When writing years and ages, remember that you are entering information for the year you just finished. Continue to add to your record book, adding the newest year to the top.

### 1. Title Page

This is to introduce you to whomever is viewing your record book—make a new one for each year. Include:

- Picture
- Year (what is the 4-H year example 2017-2018)
- Name
- Address
- Grade completed
- Club name

### 2. Award Application

Complete this to be considered for a county award.

### 3. Completion List

Members who completed all the items on the completion awards check list will receive a completion award.

### 4. Self Evaluation

Take time to evaluate your own record book. Part of writing goals and keeping records is evaluating what you have done.

## 5. Personal Goal

Set 4-H goals each year to improve personal skills such as to increase participation in your 4-H club, to complete a presentation, to help other people. Do not include project related goals, those go on your project record forms.

## 6. Yearly Summary Complete the information about yourself at the top.

### •4-H Participation

List all the activities you participate in during the year with your club, county events, and area and state events. For example: County Awards Day, County Fair, fishing camp, Jr lock-in, State Fair, rabbit workshop, Christmas party, etc.

### •Recognition

List any recognition you receive. For example: Awards from awards day, ribbons for fair exhibits, articles from the paper that include your name.

### •Communication

List all the presentations you have given in 4-H, school, church, etc.

### •At home with your family

What chores do you do at home? What other family responsibilities do you have?

### •At School

What clubs or organizations do you belong to? What sports/activities do you participate in? Do you hold an office in a school group? Were you in band, chorus, school play, FFA, FCCLA, softball, football, etc.

### •In your community

What organizations do you belong to? Example: girl scouts or boy scouts, church youth group, Sunday school helper, etc.

•You can add pictures of your activities behind your yearly summary. They need to show you doing something. Try to limit your pictures to a page or do and use both sides of the paper.

## 7. Project record forms

If you want to use computer forms and type information onto them, you can find these same forms as word documents on the 4-H website: <http://www.extension.iastate.edu/4h/page/record-keeping>.

You want to organize these alphabetically by project name. This can be accomplished by using divider sheets and tabs.

Pictures and newspaper clippings can be added after each project to show you doing something with your project. Add captions under the pictures to tell your story.

## 8. Animal Project record forms

There are specific forms for species! Make sure to use the correct one.

Some (market and breeding have both the project and record form together. Check rabbit/poultry that you are doing both the project and record form)

**Reach out to the Tama County Extension Office for help!**

**We are here to help you!**

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