

Your 4-H Record Book – Guidelines



You will probably include an information page and projects pages in your record book. These record book forms are available electronically at <https://iowa.extension.wisc.edu/4-h-youth-development/projects/>. You can also contact the Extension Office at 608-930-9850 for copies or with questions about your record book. Record books should tell your 4-H story; they are not a scrapbook. Don't include ribbons, programs, or other memorabilia.

As you complete and assemble your 4-H record book, use the following checklist to guide your work.

Record Book Cover Pages

The same cover pages (front, inside front, inside back, and back page) should be used every year. You will record the projects and year taken on the inside front page. The inside back page is to record offices held, talks or demonstrations, activities, and community service. This information will be useful when applying for county and state educational opportunities.

Record Book Introduction

1. Club Activities

Participated in Club Events and Activities

2. County Activities

Participated in County 4-H Events

3. District, State and National Activities

Participated in District, State and National Events

4. 4-H Story

- A. Complete
- B. Neatness

Project Records

5. Project Requirements considered on all projects

- A. Project Goals
- B. Skills learned (in context to goals and learning experiences)
- C. Project learning activities, other than exhibiting, (i.e., Project Learning Day, Day in Arts, YQCA, Judging, etc)
- D. Public exhibit of projects
- E. Financial Record

6. 4-H Project Story

- A. Complete
- B. Neatness

7. Bonus Points – Inside Front and Inside Back Cover

- A. Leadership (Club Youth Leader, Camp Counselor or Ambassador)
- B. Club Officer, Club Committee Chair, Countywide Committee
- C. Permanent Record Sheet (inside front cover)



Recognition and 4-H Award Possibilities

Completing a record book allows you to be considered for various 4-H awards, qualifies you for financial support for educational opportunities, being a 4-H Ambassador and some clubs require a record book to be an officer. Awards are presented at the 4-H Awards Day in November.

Project Awards are given for outstanding work in a project area. These are selected at the 4-H club level.

Special or Overall Awards are given for outstanding work in several related project areas, such as agriculture, mechanical sciences, art, home and family or for leadership activities. These awards are selected at the club level and announced at 4-H Awards Day in November.

Record Book Certificates are given for exceptional work on the total record book. Nominated record books should be delivered to the Extension office by October 10th. These are selected at the county level.

CRITERIA TO RECEIVE A PROJECT or SPECIAL AWARD

◀ Youth gave one talk or demonstration at the club or county level. This talk or demonstration can be about any area of interest to you. Be sure to include information about the talk or demonstration in your record book.

◀ Youth exhibited the project at the county fair, a school fair, or some other event. You should indicate on the 4-H Project Record form where it was exhibited.

◀ Youth demonstrates overall growth in the project. You should include information in his/her records explaining this. Did you talk about something you learned? Did you exhibit at a new event? Did you explain a new skill you developed? Did you learn to use a new tool?

THINGS TO CHECK

- ✓ Have you indicated in your book (in a story or a picture) that you gave a speech or a demonstration at the club or county level?
- ✓ Did you complete an information page listing **activities** you were involved in?
- ✓ Did you complete a **4-H project record for each project** you completed adding additional pages if needed? This is not for each item exhibited at the fair (for example project record for Foods and Nutrition not a record for each foods item exhibited at the fair).
- ✓ Did you complete your front and back covers?



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Adapted from:

"Record Improvement Guide", produced by Agricultural Communications, The Texas A&M University System

"Member Guide: Completion of 4-H Record Books", Maryland Cooperative Extension Service.

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