



4-H County Record Book Guide Sheet

The 4-H member must complete all record book forms. (If a child requires special accommodations in order to complete the record book, please contact the UW-Extension office as early as possible prior to the deadline so that proper arrangements can be made.) Records may be typed, written or completed on a computer, in black or blue ink - **No Pencil**

General Instructions

- After you have completed all your record book forms, put them in order, 1-5, listed here. You need to include divider pages and tabs between each section and project.
- The project portion of the record book should be arranged in such a manner that the first project should include project record, project financial report and project support materials, then separated by a divider page, followed by the second project record, financial report and support materials, etc.
(Example: Photography > Project Record, financial & support material; Rabbit > Project Record, financial & support material, etc.)

1. Binder & Photo ID Page

- Use a **purchased 3 ring binder**, complete the photo ID page and place in the front of your book (*may go in the front pocket of a binder.*)
- **MUST HAVE** your name on the spine of the binder.

2. 4-H Activities (Club, County, State, National)

a. 4-H Activity Record:

- Do not alter event categories; list additional activities in the "other" category of each section.
- Your Activity Record should indicate in what 4-H activities you have participated.
- Project related activities (*Shooting Sports Fun Day, Horse & Pony Fuzzy Show, etc.*) should be listed in your project report, not under club or county activities.
- Leadership Section: Youth Leader roles may be placed both in the activity section and in your project record.

b. 4-H Activity Support Materials

- You may include pictures or clippings (newspaper, website, newsletter) for the county/club activities you participated in that are recorded on your 4-H activity record. **Do not include** certificates or ribbons. Project pictures and clippings should go in Project Support Materials (4c).

3. 4-H Participation Summary

- This summary, completed by the member, is the basis for earning 4-H pins (bronze, silver, gold, and emerald).
- Your Participation Summary should reflect the activities recorded in your 4-H Activity Report, plus past Participation Report numbers. Members are strongly encouraged to contact a 4-H Awards Committee member if you have any questions about this form.

4. 4-H Projects

a. 4-H Project Record

- Be sure to include activities and learning that helped you work toward accomplishing your goals. Tell what you did, learned, work required, problems encountered (if any), and achievement. Use extra paper if needed to answer questions fully.

(Note that the Dairy Project does have one additional form called the Dairy Lifetime Record that should also be included.)

b. 4-H Project Financial Report

- A financial record is **required** for each project. Please note that there are two different financial record forms available; one form for non-animal projects (1 page) and one form for animal projects (4 pages).

c. 4-H Project Support Materials

- You may include pictures or clippings (newspaper, website, newsletter) from the activities pertaining to your 4-H project record. (1 page front and back.) **Do not include** certificates or ribbons.

d. Incomplete Project Form

- Use this form if you have any projects in which you did NOT exhibit or participate in project learning this year. Include this form after all other projects, separated with a divider with a labeled tab.

5. Member Self-Nomination Form

- This form is **required** by all members who submit a county record book. Filling out this form helps members reflect on their accomplishments for the 4-H year. Slip this form into the front inside pocket of your binder. Be sure this form is signed by both member and parent/guardian.
- Please contact the 4-H Awards Committee or UW-Extension office if you have questions about how to complete this form.
- Youth will only be considered for awards for which they self-nominate.

Items to Check (X)

Q Did you complete all nine pages of the 4-H Activity Record?

Q Did you complete a project record and project financial record for each project?

Q Did you complete a **Member Self-Nomination Form** and slip it inside the front pocket of your binder?

Q Did you put the pages in correct order?

* Photo Identification Page

* 4-H Activities Record & Activity Support Materials

* 4-H Participation Summary

* 4-H Project Records, Financial Reports, Support Materials (one for each project) or Incomplete Project Form

Ideas to Consider...

(But Not Required)

- Use clear page protectors
- Secure your tabs with clear tape, so the paper slips do not fall out.

Criteria for Outstanding Record Book

* Entire book must be in correct order and completed as specified in the Record Book Guide Sheet.

* 4-H Activity Record is complete and includes support materials (pictures and/or clippings).

* Each enrolled 4-H project either:

- has a complete project record, including a project record page, accurate financial records, and support materials (pictures and/or clippings) OR
- is included in the "Incomplete Project Form"

* Each section and project are separated by a divider page with labeled **TABS**.

* Neatness is evident.

* Correct spelling and grammar is evident.