

RECORD BOOK INSTRUCTIONS - A record book should be completed by each 4-H member.

A. PURPOSE OF RECORD BOOK

1. Purpose of record book is to tell what you did in 4-H this year.
2. Strive for an overall storytelling effect. How well does your record books combination of goals, accomplishments, learning experiences, teaching experiences, pictures clippings, and activities report your 4-H story?
3. To help the 4-H'ers learn how important record keeping is in everyday life and their future. To help the 4-H'er develop a good habit of record keeping.

B. HELPFUL HINTS

1. Pictures, clippings and illustrations should report project and club activities. But keep it condensed, it's not a scrapbook.
2. Ribbons or programs can be included.
3. Neatness is important.
4. Ink pen, typewriter, or computer should be used if you are an older member (approximately middle school).
5. 3 Ring Binder – you are welcome to put your record book in a 3 ring binder (2 inch maximum width). **Please put your name and grade (just finished) on the front of the binder.**

C. ORDER OF RECORDS

1. **COVER:** Front and insides - all pages should be complete.
2. **INDEX:** Not required but helpful if tabs and/or page numbers are listed.
3. **PERSONAL IDENTIFICATION PAGE:** Not required, but helpful, you may include a personal photograph.
4. **MY PROJECT WORKSHEET :**
 - a. Place your projects (My Project Worksheet) in your book in the order of their strength, strongest first.
-Need one for each project - not each fair exhibit

OVER

- b. **My 4-H Project Financial Record**
Required for all projects for members 9th grade and older. When exact prices are not known, estimate. Fill out the parts which apply to your project.

- d. **Lifetime Dairy Record** - required of all dairy project members, and members need one lifetime record form per animal and the record is carried over each year.

- 5. **My 4-H Youth Leadership Responsibility Worksheet**
-Fill this out if you had a leadership role in your club (such as club officer, planning committee, project leader).

- 6. **My 4-H Story**

- 7. **My Activity Record**
-Circle activities that apply to you – planned and completed.
-You may also add pictures and clippings of 4-H activities here.

- 8. **My 4-H Record Book Review**

D. AWARDS

Record books will be judged within the 4-H club and given award stickers. Each member who satisfactorily completes a record book will receive a disc award for his or her best project. The disc will be placed on a permanent award certificate which will be presented the first year. Clubs (leader or committee) may nominate the most outstanding records for county project awards. Up to two (2) outstanding members per age group will be selected in the county.

Pepin County