

OBJECTIVE: Completing the 4-H Record Book Helps You To:

- set goals for the upcoming 4-H year
- organize information
- evaluate the work of a project
- assess personal and economic worth of 4-H
- realize accomplishments over one or more years
- get written comments from parents and/or leaders about 4-H work

Place records in the order listed below:

-   1) **GREEN RECORD BOOK COVER:** A new cover is available each year so current year information may be kept together. Complete front and back cover information. It is recommended to include your entire project history.
-   2) **TABLE OF CONTENTS:** List Project(s) by order in Record Book.
-   3) **MY 4-H STORY:** Include ideas about: a) memorable things that happen in 4-H; b) things learned; c) what is enjoyed most in 4-H; etc. Let your story explain what 4-H means to you. The 4-H story should include the WHOLE 4-H experience (club meetings, community service, project experience), not just your fair experience.
-   4) **MY 4-H GOALS:** Fill out the "PLANNED" column of this form at the beginning of the 4-H year. The "COMPLETED" column should be checked at the end of the 4-H year.
-  5) **MEMBER PROJECT PAGES:** One form is filled out for each project taken. Complete the "PLAN TO" column at the beginning of the year, and the "WHEN DONE" column at the end of the 4-H year. All sections must be filled out.
-  6) **PARENT/GUARDIAN COMMENTS**
-  7) **ORGANIZATION/PROJECT/YOUTH LEADER(S) COMMENTS**

Additional information:

-  8) **IF SOMETHING DOES NOT APPLY TO YOUR PROJECT, INDICATE "N/A"** (Not Applicable) in each space that does not apply. Not applicable means that the section does not apply to the work you did in your project. N/A is not to be used as an excuse to not fill out the section. The Record Book will not be considered for an Outstanding Record Book if there are blank spaces on your sheets.
- 9) **ADDITIONAL ITEMS THAT CAN BE INCLUDED TO ENHANCE YOUR RECORD BOOK BUT ARE NOT REQUIRED INCLUDE:** Judging comment sheets, photos, drawings, ribbons, newspaper clippings, project literature, event programs, barn cards, and decorations.
-  10) **NEATNESS IS A MUST!!!**

 **To receive credit for completing your record book you must complete 1,2,3, and 4 above.**

 **To be considered for an Outstanding Record Book award, you must thoroughly complete 1,2,3,4,5,6,7,8, and 10 above.**