

GUIDELINE FOR GOOD 4-H RECORD BOOK KEEPING

Arrange the 4-H Record Book in the following order:

- ☐ **Application** for County Project Medal Award
- ☐ Any Other 4-H Award Application Forms
- ☐ Member's **Annual Report**
- ☐ **Project or Program Reports**
 - ☐ Static Project Exhibit Form
 - ☐ Youth in Action/Other 4-H Events
 - ☐ All Animal Form
- ☐ **4-H Story**
- ☐ **My 4-H Memories**
- ☐ **Guidelines** for Good 4-H Record Book Keeping

General Guidelines

- ☐ First and second year members may use a pencil. Others should use pen (blue or black) or computer. If using a pen, consider an erasable pen. Your book may contain a combination of handwritten and typed information. It is recommended that you use the same color ink throughout the current year.
- ☐ Your story may be typed or handwritten but should be neat/legible with correct spelling/grammar.
- ☐ Project guides, manual and correspondence should not be included in your Record Book.
- ☐ Your record book is due to your club leader so check with your leader for the deadline. Late books will be judged and dropped one ribbon placing.
- ☐ Members receiving a 100, 99, or 98 will be recognized at the annual 4-H Recognition Event.
- ☐ **All sections of your 4-H Record Book must be completed before it will be considered for judging and completion of your 4-H year. If a section does not apply to you, write NONE so judges know you did not overlook that section. An incomplete 4-H Record Book or no 4-H Record Book will result in forfeiture of all awards and premiums.**

Application For County Project Medal & Other 4-H Award Application Forms

- ☐ County Project Medals are for members who have completed three or more years in a project.
- ☐ Must submit completed application and insert inside front cover of record book.
- ☐ Other application forms such as Sedgewick Scholarship, 4-H Key Award, Thompson Photography, All-Around Horsemanship and others, must be completed and inserted inside the front cover of your Record Book.

Member's Annual Report (40 points)

- ☐ A new Annual Report is required each year.
 - ☐ Page 1 (20 points)
 - ☐ Member information (5 points)
 - ☐ Club information (5 points)
 - ☐ Projects (5 points)
 - ☐ Goals (5 points)
 - ☐ Page 2
 - ☐ Participation (10 points)
 - ☐ Page 3
 - ☐ Committees, Accomplishments, and Promotions (5 points)
 - ☐ Page 4
 - ☐ Community Service and Signatures (5 points)
- ☐ Fill out completely as possible. If a section does not apply, write **NONE** so judges know you did not overlook the section.
- ☐ Be sure to list all 4-H project/programs you completed this 4-H year.

Project Or Program Report (15 points)

- ☐ Static Project Exhibits/Youth in Action/Animal Project Forms
 - ☐ Complete form with project information that you completed this year. A new form will be used each year. After a project sheet is full, add an additional form.
 - ☐ Project Description Boxes

4-H Story (30 points)

- ☐ What was your favorite part of 4-H this year? (5 points)
- ☐ What did you learn this year from 4-H? (5 points)
- ☐ What problems or challenges did you have? (5 points)
- ☐ How did what you learn in 4-H relate to other parts of your life? (5 points)
- ☐ How can you apply these life skills next year or in the future? (5 points)
- ☐ What are your plans and goals for the next 4-H year? (5 points)

Memories (10 points)

- ☐ Attach actual or electronic pictures securely to the front side only of the 4-H Memories Page. If possible, include before and after pictures. Pictures should pertain to your 4-H projects and activities. (5 points)
- ☐ Identify pictures with a short caption or explanation. Be sure to include the month the picture was taken and identify yourself if you are in the picture. (5 points)
- ☐ Results and Clippings included if available.

Overall Report Summary (5 points)

- ☐ Use a 4-H Record Book cover.
- ☐ Arrange your book in the correct order, as listed on front page of Guidelines for Good 4-H Record Book Keeping.
- ☐ Keep your book and reports neat.
- ☐ Include the most recent Guidelines for Good 4-H Record Book Keeping (revised April 2024) at the end of the record book.