

## GUIDELINE FOR GOOD 4-H RECORD BOOK KEEPING

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

- Application** for County Project Medal Award (BC4-H14)
- Any Other 4-H Award Application Forms
- Member's **Annual Report** (BC-1)
- Project or Program Reports** (BC-2)
  - Rodeo members must include 4-H Rodeo Annual Report and BC-2
  - Shooting sports members must include 4-H Member Record for Shooting Sports and BC-2
  - Horse project members must include Horse Project Record (4-H 387) and BC-2
  - Livestock Financial Summary (4-H 179) required for all livestock - beef, sheep, swine, dairy, dairy goats, poultry, dog and rabbit (**not horse**) projects - one form for each species
- 4-H Story**
- Pictures**
- Other Documents**
- 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), typewriter, 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.
- 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 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.
- If you are enrolled in a Horse, Rabbit or other single project club in addition to a multiple project club, you must complete a 4-H Record Book for each club.
- 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 over look 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 BC4-H14 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
    - Meetings (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)**

- ❑ Start or update a 4-H Project or Program report form for each project or program you completed this year. This form can be used for 4 years. After 4 years in a project or program, add an additional form and include the past years Project or Program Report forms. Include only Project or Program reports enrolled in this year.
  - ❑ Project Description Boxes (5points)
- ❑ Tell why you made this project, what you learned, cost if applicable, what you plan to do with it and what you found interesting. Tell what was challenging about this project for you. (5 points)
- ❑ Page 2 of Project or Program Report, and if required Livestock Financial Summary, Record for Shooting Sports, Rodeo Annual Report, and Horse Project Record. (5 points)

### **4-H Story (20 points)**

- ❑ Use lined or unlined standard 8 1/2 x 11 paper. Your story may be typed or handwritten but should be neat and legible with correct spelling and grammar. (5 points)
- ❑ Write about what you liked most about your year in 4-H, your successes and areas you want to improve in. Include information on your club's activities for the year and how you were involved. Also, write about your plans for next year, what you would like to accomplish and improve upon as a 4-H member. (5 points)
- ❑ Talk about why you chose the project areas you did but **DO NOT** list ribbon placing or information that may be included on your project sheets. It is not necessary to list each project—just summarize. Your projects are already on individual project sheets. (5 points)
- ❑ Include how/what you learned in 4H that will help you in other areas of your life--like school, at home, or with friends. (5 points)

### **Pictures (10 points)**

- ❑ Attach actual or electronic pictures securely to the front side only of standard 8 1/2 x 11 **unlined** paper. 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)

### **Other Documents (10 points)**

Underline or highlight your name if it appears in the article/clippings. Photocopies are acceptable.

- ❑ Attach clippings or insert online results for county and state fair ribbon placings to standard 8 1/2 x 11 white **unlined** paper. Clippings should pertain to your 4-H activities or your club activities. County Youth in Action Premium Report Form if applicable. (5 points)
- ❑ Club meeting newspaper reports, typed meeting reports or minutes, if available should be included and can be a combination of all three. (5 points)

### **Overall Report Summary (5 points)**

- ❑ Use a 4-H Record Book cover.
- ❑ Arrange your book in the correct order.
- ❑ Keep your book and reports neat.
- ❑ Include the most recent Guidelines for Good 4-H Record Book Keeping (revised March 2016) at the end of the record book.