

# 4-H County Record Book Guide Sheet

If a child requires special accommodations in order to complete the record book, please contact the Extension office as early as possible prior to the deadline so that proper arrangements can be made.

## General Instructions

- Records may be typed on a computer or written in blue or black ink - **No Pencil**
- For an “Outstanding Record Book” award, the entire book must be in correct order and completed as specified in this Record Book Guide Sheet. You also need to include divider pages and labeled tabs between each section and project. Neatness, correct spelling, and proper grammar, as age appropriate, must be evident.
- The term “year” in this Record Book refers to the 4-H enrollment year. One’s 4-H Record Book may reflect one’s 4-H involvement from September through August (i.e. 4-H Year: 2021-2022).

## 1. Binder & Photo ID Page

- Use a **purchased 3 ring binder**.
- Complete the photo ID page, placing as either the first page of the binder or in the front cover of the binder. Parents/Guardians have the option of contributing comments and signing this page, but are not required to.
- 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.
- Include all 9 pages of the 4-H Activity Record, indicate what 4-H activities you have participated in. You must answer both Club reflection questions. If you participated in County or Regional/State/National activities, you must answer the reflection question in those selections as well.
- 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 must include at least 1 page of support material (may include pictures, clippings, certificates, evaluations forms) for the county/club activities youth participated in, which are recorded on your 4-H Activity Record. (Not a minimum of 1 page per activity, but a minimum of 1 page total.) **Do not include ribbons.** 4-H Project related support materials should go in Project Support Materials (4c) section behind each individual project.

## 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 must reflect the activities recorded in your 4-H Activity Report, plus past Participation Report numbers (not including participation as a Cloverbud member). Members are strongly encouraged to contact a 4-H Awards Committee member if you have any questions about this form.

#### 4. 4-H Projects

- The term “project” refers to the 4-H Projects in which you enrolled in 4HOnline (i.e. Woodworking, Home Environment), not the individual items that you exhibited at the fair (i.e. Bird house, Quilt). See 4-H Project list on 4-H County Awards Self-Nomination Form.
- The project portion of the record book must address every project in which the member was enrolled and be arranged by project. 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. Finally followed by the Incomplete Project Form, if applicable.
- Project Dividers or Tab Pages must be titled with 4-H Project names that match the 4-H Project title listed on the Self-Nomination form.

##### 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 achievements.  
*(Note: The Dairy Lifetime Record is an optional form for Dairy Project members and may be included, but will not be awarded points.)*

##### b. 4-H Project Financial Report

- A financial report is **required** for each 4-H Project. Please note that there is now just one general financial report form, which can be used for any 4-H Project (non-animal projects and animal projects).

##### c. 4-H Project Support Materials

- You must include at least 1 page of support materials (may include pictures, clippings, certificates, evaluation forms) from the activities pertaining to your 4-H project record. This means at least 1 page for every project. **Do not include 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 a 4-H Awards Committee member or the Extension office at 608-328-9440 if you have questions about how to complete this form.
- Youth will only be considered for awards for which they self-nominate.

##### Example Record Book

- Cover
- 4-H Activities
  - Record
  - Support Material
- 4-H Participation Summary
- 4-H Projects
  - Art (Project Record, Financial, Support Material)
  - Rabbit (Project Record, Financial, Support Material)
  - Scale Models (Project Record, Financial, Support Material)
- Incomplete Project Form (if applicable)