



# 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

- For an “Outstanding Record Book” award, the entire book must be in the 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.
- Records may be all typed on a computer **OR** all written in blue or black pen. No Pencil, if youth wishes to be considered for Outstanding Record Book.
- 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: 2023-2024).

## 1. Binder & Photo ID Page

- Use a **3-ring binder, preferably with a hard cover and less than 2” spine (1” spine will work in most cases)**.
- 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. Please do not use adhesive labels, they will fall off.

## 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 pages of the 4-H Activity Record, club activities through school and community participation. 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 also answer the reflection question in those selections.
- Project related activities (*Cake Decorating Workshop, Horse & Pony Fun 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. Photo captions (typed or handwritten) are encouraged. (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

- Your “Past Years” column must reflect the activities recording in past 4-H Record Books, including Cloverbuds (i.e. if you helped with 1 4-H community service activity before this year, then put “1” in the Past Year column).
- Your “This Year” column must reflect the activities recorded in your 4-H Activity Report (i.e. if you listed 2 4-H club community service projects in your Activity Report this year, then put “2” in the This Year column).
- For the “All Years” column, add together the Past Year & This Year numbers (i.e. 1 + 2 = 3 community service activities).

- In the “Bronze” column, if the number in the “All Years” column is greater to or equal to the number in the “#” column, then put an “X” in the box (i.e. Bronze requires 2 community service; the “All Years” column shows 3 community service, so mark an “X” in the box). Place the total number of X’s earned at the bottom of the Bronze column. If a youth earns 10 or more X’s, they earn a Bronze 4-H pin. Once the Bronze pin is won, move to Silver.
- The Participation Summary is currently the most confusing part of the County 4-H Record Book process. The 4-H Awards & Recognition Committee is actively seeking ways to better explain and support filling out this form for next year. Please reach out to Ellen at the Extension Office with any questions on this form.

**4. 4-H Projects**

- The term “Project” refers to the 4-H Projects in which you enrolled in 4HOnline (<https://4honline.com/>). 4-H Project titles must match 4-H Project titles listed on page 2 of the 4-H County Awards Self-Nomination Form.

4-H Project Title	NOT a 4-H Project Title
Poultry	Ducks, turkeys, & chickens are examples of County Fair exhibits in this Project
Arts & Crafts	Jewelry making, leather craft, tie-dying are examples of County Fair exhibits in this Project
Scale Models	Legos and farm displays are examples of County Fair exhibits in this Project

- The project portion of the record book should address every project in which the member was active. 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. (Example: Photography > Project Record, financial & support material; (divider page) Rabbit > Project Record, financial & support material, etc.)

**a. 4-H Project Record**

- Be sure to include activities and learning that helped you work toward accomplishing your goals. Explain 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**

- For **each** 4-H Project, you must include at least 1 page of support materials (may include pictures, clippings, certificates, evaluations forms) from the activities pertaining to your 4-H project record. Photo captions (typed or handwritten) are encouraged. **Do not include ribbons.**

**5. 4-H County Award 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 the 4-H 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.