

# GREEN LAKE COUNTY 4-H RECORD BOOK GUIDELINES

A 4-H Record Book will help you learn how to keep track of the knowledge, skills and personal growth you experience in 4-H. Record keeping is a life skill you will always use!

The record book is a **complete picture of your 4-H year**. You will be surprised at how much you accomplish in 4-H! For each 4-H project and activity you participate in at club, county, state, or national level, you will enter it in this 4-H Record Book. If you need help, please ask your General Leader or project leader.

At the end of your 4-H year, you will hand this 4-H Record Book in to your Club's General Leader according to your club policy. You will be evaluated on the accuracy and completeness of your Record Book and on your participation in 4-H. **The Record Book is part of the achievement requirements in 4-H.** Good luck and have a great 4-H year!

## Required Guidelines for your record book to advance to County Level

1. BE ACCURATE and CLEAR.
2. EMPHASIZE goals, learning, and responsibilities.
3. BE NEAT. Print, write, or type your own record book.
4. Record Books should be entirely the work of the 4-H member.
5. **Include only information from the current 4-H year.** Old record sheets/books should be kept for reference when applying for trips, awards and scholarships. They are also useful when completing your next year's book.
6. DO include photos or drawings of your participation and work on your projects. Photos must be captioned. DO NOT include general items such as ribbons, certificates, project literature, program booklets, club or county newsletters.
7. All sections should be fully completed. Complete all blanks on the record book sheet. If the information does not apply or is not available, insert N/A (not available).
8. Labeled section dividers must be used. Page numbers are optional.
9. Please read the score sheet at the end of your record book packet to check for specifics that the judges are looking for.
10. Have fun with your record book! This will be your way to share and remember this year's 4-H projects and experiences.



## 4-H Record Book Order – Using the Green Binders Provided, please include ALL of the following information:

- **Record Book Cover/Front**
- **Introduction Page**-include picture of yourself
- **Table of Contents**
- **4-H Activity and Awards Pages\***
  - a. Project Summary-Use one column per year. Include all projects enrolled in.
  - b. HCE/State Fair Awards (if received)-Use separate line for each item.
- **Community Service Record** -Follow suggestions at top of page for items to include; include pictures and newspaper clippings.
- **My 4-H Story**-a summary highlighting your year's experience in projects, leadership, community service, and activities. 1. 4-H experiences you enjoyed and why – on Club, County, State, and National level as applies; 2. Life skills you developed or improved (Examples-Patience, confidence, organization, etc.); 3. What you learned and accomplished; 4. Leadership experiences and club involvement; 5. What you hope to do and learn next year ...and include a picture of yourself.
- **Project Record Pages**-Complete a project record sheet for each project in which you are enrolled. You may need to print out additional pages. There are different record pages for non-animal, animal projects, and youth leadership. Project photos or related newspaper clippings should follow the reporting page.
- **5- and 10-Year Project Award (optional)**-If you have been in a project for 5 or 10 years, this is an extra special project award for you to attain for all of your years in that project. You must complete this page in order to receive the award. One completed sheet for each project that you have been in for 5 or 10 years.
- **Parent/Guardian Comments**-Needs to be completed by a parent or guardian.
- **General Leader Award Recommendation**-This is to be completed by your club general leader.
- **4-H Record Book Score Sheet**-To be completed by the Judging Leader.

\* Your 4-H Activity and Award Pages are the only forms you will keep in your book from year to year. All other pages should be removed and kept for your personal 4-H scrapbook after receiving new pages.