

Record Book Hints – Regular Member

Cover

- Hardcover 3-ring binder –clear plastic outside pocket.
- Name and club name on outside of cover and the binder spine.

Introduction Page

- your name, address
- club name, years in 4-H
- Grade in school at the beginning of 4-H year, picture of yourself (optional).

“Cumulative 4-H Project List”

- List each project you take
- Check each year that you take the project
- (This form will later be transferred to the next year’s record book)

Activity Section

- Use a divider tab.
- Begin with “My 4-H Activity Checklist.” Check activities that you plan to do; check them off as you complete them.
- Write a brief description of each activity-what you did and learned, any leadership role you had.
- Maximum of 2 pictures or clippings per activity; no ribbons, programs, etc.
- Include club, county, and state activities, each separated by a tab.
- Include reports on project-related activities (such as the Clothing Revue). Also mention these in the individual project section.

Individual Project Record(s)

- Use a divider tab for each project.
- Complete a Summary Sheet for each project – very brief summary of what you learned and how many things you took. (You will add to this every year you take the project – or reprint it if typing- and move it to the next record book.)
- Project Information – Choose Option A or Option B.
 - * Option A – Story or outline format- you must answer these questions:
 - What, in detail, did you learn?
 - What was accomplished?
 - What were any problems and solutions that you had?
 - Where or from whom did you get help?
 - What were any examples of leadership or growth in the project?
 - What are your future goals in the project
 - * Option B – “4-H Project Record” format – forms found on the website. Just fill them out.

Special Notes:

- * Almost all projects need additional information. Check the "Record Book Guide" found on the website for which projects need what information.
 - Animals - There are special forms needed for dairy, dogs, goats, horses, beef, sheep, and swine. Poultry, rabbits, cats, and other small animals – make your own form but see p.15 of the Record Book Guide.
 - Photography, Clothing, Foods & Nutrition, and Crops all have special forms needed. (Clothing also needs additional info –see p. 17.)
 - All other projects except the following need extra information found in the Record Book Guide: Adventures, Bees, Birds, Camping, Entomology, Fishing, Insects, Naturespace, Recycling, Shooting Sports (archery, rifle, and shotgun), Sportfishing, Trees, Water, Wildflowers and other Environmental Education Projects.
 - "Visual and Folk Arts" includes projects such as cake decorating, creative stitchery, creative writing, leathercraft, art, rubber stamping, and music.
 - "Mechanical Sciences" includes projects such as aerospace, electricity, models, small engines, and woodworking.