

# 4-H Record Book



NAME:

GRADE IN SCHOOL:

AGE:

YEARS IN 4-H:

4-H DIVISION:     Cloverbud     Junior     Intermediate     Senior

CLUB:

COUNTY:

CALENDAR YEAR:

## INSTRUCTIONS

- Use this *Record Book* for all the things you do in 4-H this year.
- Put your record book in a notebook (binder or 3-prong fastener style). Separate each section with tab dividers in the following order: 1) Calendar, 2) Project(s), 3) Permanent Record, 4) My 4-H Story. If you have multiple projects, each project should have its own tab. Keep the Project Goals, Project Photos, How Did You Do?, and Add Sheet for each project together.
- You may want to do a separate 4-H scrapbook to keep ribbons, certificates, and programs. Your *Record Book* is not a scrapbook.
- Use your records to look back at your progress during the year. This will be helpful when you make plans for next year.
- Be thorough in your record keeping. Your *Record Book* is judged on its completeness according to your project experience and ability.
- When you complete your 4-H program for this year, write your 4-H story.
- The record book is your personal work. Keep it current as the year progresses. Do your own handwriting or typing.
- Your *Record Book* should be neat and legible. Use correction fluid to fix errors.
- Cloverbud and Junior members may use a #2 pencil to complete their *Record Book*. Intermediate and Seniors members may use pen, typewriter, computer, or any combination of these.

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### COVER PAGE

#### 1. Divider labeled "CALENDAR"

**My 4-H Calendar.** Write down the events and activities that you will be involved in. Keep track of important events such as 4-H meetings, county fair, camp, and project-related activities. Put all events/meetings in chronological order. Place a "check mark" after each event you attended.

#### 2. Divider labeled "PROJECT NAME"

**My 4-H Projects.** Use a separate project goals, project photos, How did you do?, and add sheet for each of your projects. (Each project will be labeled with its own tab.)

**Project Goals.** Goals should be made at the first meeting or at the beginning of the 4-H year. This is an agreement between you, your project leader, and your parents about what you want to learn. Cloverbuds should record at least one project goal. Juniors should have at least two project goals. Intermediates and Seniors should have at least three project goals. Describe how you will reach each goal. Obtain the required signatures.

**Project Photos.** Attach photographs of your project. All photographs should be captioned and dated.

**How Did You Do?** Take a look back at the Project Goals you listed at the beginning of the year. How did you do? List each of your goals. Using a scale from 4 to 1, rate how you feel you did on each goal.

Rating Scale:

- 4 = Success! I met all of my goal.
- 3 = Good. I met most of my goal.
- 2 = Fair. I met some of my goal.
- 1 = Needs Improvement. I did not meet any or very little of my goal.

Also, give a short explanation of why you think you deserve the rating you gave yourself. Include what you learned and any problems or successes in your explanation. If you reported more than three goals, insert additional copies of this page.

**Project Add Sheets.** Attach an animal or still-life/non-animal project add sheet for your project.

#### 3. Divider labeled "PROJECT NAME"

Repeat the project section only if you have multiple projects. Complete a project section for each project you are enrolled.

#### 4. Divider labeled "PERMANENT 4-H RECORD"

**Permanent 4-H Record.** The *Permanent 4-H Record* is an additional book added to your yearly *Record Book*. Unlike the yearly *Record Book* that you replace each 4-H year, the *Permanent Record* is used year after year. Use this to record your participation in leadership, public presentations, judging, and other activities and contests during the years you are in 4-H. Write the 4-H year and "None" for any activity you did not participate in. Do not leave any sections blank. *Note: If you are transferring to a new Permanent Record you may put your completed Permanent Record behind your new one.*

#### 5. Divider labeled "4-H STORY"

##### My 4-H Story

**Narrative.** Write your story for the year in narrative form. Write as though you are actually talking to the reader. Your story should have four parts and be no longer than two sides of one page. If you have 3 or more projects you may add one additional page (front and back)

Introduce yourself.

Write about your projects. Do not repeat your project goals or information from How Did You Do?.

Share your 4-H club experiences and how you were involved in your community and school.

Write about how you have changed as a result of your 4-H experience.

**Supplemental information.** This section is limited to one page (front and back). It should be related to your club, community, or school. It may contain pictures, news clippings, or letters. All items should be captioned and dated.













## PROJECT GOALS

**Project:**

**Years in this Project:**

**This is what I want to learn this year:**

**This is how I will reach my goal(s):**

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Leader Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## PROJECT PHOTOS



## HOW DID YOU DO?

**Goal:**

**Rating:**  4  3  2  1 (Check One Number)

**Explanation:**

**Goal:**

**Rating:**  4  3  2  1 (Check One Number)

**Explanation:**

**Goal:**

**Rating:**  4  3  2  1 (Check One Number)

**Explanation:**

## MY 4-H STORY

## MY 4-H STORY (continued)

## SUPPLEMENTAL INFORMATION

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## YOUR 4-H YEAR AGREEMENT

At the beginning of each year, leaders, members, and parents should agree on expectations for member participation in the club. We suggest the following:

- Attend a certain number of club meetings.
- Attend a certain number of project meetings.
- Serve as a committee member or officer.
- Do a public presentation.
- Keep a record book.
- Learn some new skills and knowledge.
- Have an exhibit.
- Work on a community service project.
- Do leadership activities.
- Participate in an out-of-club activity such as camp or conference.
- Be creative. (This is the leader's and member's opportunity to think of other things that could contribute to the 4-H experience.)

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 EXTENSION

4-H Youth Development Program 

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