

# HAND COUNTY

## 4-H RECORD BOOK GUIDELINES

(PLEASE PLACE THIS PAGE AS THE LAST PAGE OF YOUR CURRENT YEAR)

### COMPLETING YOUR 4-H RECORD BOOK

It is suggested that your 4-H Record Book be in an expandable 4-H Book cover. You may also use a three-ring binder. Previous year records must remain in your book; put your new records on the top and pull forward your project/program report pages from the previous year. These previous year's records are used to help determine award eligibility.

MUST include and in this order: (check or initial each item)

1. \_\_\_ Introduction/Annual Report Page with picture of yourself
2. \_\_\_ Calendar of Meetings/Event participated in
3. \_\_\_ 4-H Accomplishments
4. \_\_\_ Project Sheet to show project completion
5. \_\_\_ Livestock Financial Sheet for enrolled projects
6. \_\_\_ My 4-H Story
7. \_\_\_ Pictures and newspaper clippings relating only to your 4-H year.
8. \_\_\_ Guidelines and Signature Page

#### Things to Remember:

- Include a picture of yourself on the front page.
- This is a record of your 4-H year; shows 4-H and project completion.
- It is not a scrapbook. Please be concise when choosing what to include in your book.
- Be sure that you have all necessary signatures (member and parent/guardian)
- Set goals early and complete your Calendar of Event as you go.
- Apply for Recognition awards (See Attached Guidelines)

#### DO NOT include:

- Actual awards or projects
- Non 4-H information, pictures or awards

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*Your 4-H record book is an organized presentation of what you have learned and accomplished in 4-H. It is a useful tool for determining your own progress and personal growth.*

#### Statement by 4-H Member

I have personally prepared this report and believe it to be correct.

Date: \_\_\_\_\_

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

#### Approval of Report

I have reviewed this report and believe it to be correct.

Date: \_\_\_\_\_

Parent/Guardian

Signature: \_\_\_\_\_

# Instructions for Completing 4-H Project or Program Report

**Goals** – You need to set project or program goals you want to accomplish during the year and make a plan to reach them. Think of goals as a series of steps to get desired results. As you set your goal(s), keep these guidelines in mind. A goal should be simple or easy to understand. A goal should specifically focus on one idea. A goal will provide ways for you to show accomplishment. You may have more than one goal for each year. Give year and goals for your 4-H project or program.

**Major responsibilities, accomplishments, and skills learned** – Here is where you as a 4-H member can show leadership responsibilities, accomplishments developed, and new skills learned in projects and programs as an individual or with others. Give year, responsibilities, accomplishments, and skills learned in the 4-H project or program. Consider all committee work chairpersons/member, teaching other members/leaders at meetings, workshops, and promoting the project or program. Record what you accomplished, and specific skills learned in the project or programs.

**State how this project or program has grown** – In this section, record keeping is essential to 4-H project or program evaluation. By keeping records, you can see growth, accomplishments, and possible future awards potential. Record keeping will enable you to share 4-H accomplishments when looking for employment, financial management, choosing a vocation or career. In other words, record keeping gives you a life-long skill.

## Youth in Action

**Demonstration and Judging** – Indicate your participation as an individual or team member with appropriate letter for where: Local (L); County (C); District (D); State (S) or National (N). Also, number events for example if you have three local events and on state event, number them as L1, L2, L3 and S1 and give ribbon and/or placing as in judging.

**Showmanship** – Includes tractor and automotive contests, fashion revue, special foods, robotics, and quiz bowls, etc.

## Exhibits, Awards and Non 4-H Events

Project Exhibits – Indicate what, where, exhibited, number of articles, and ribbon placing (Ex. Blouse, C2P, S1B1R).

Other Awards, Honors, Recognition – Indicate medals, trophy, trip, scholarship, bond, etc., and why received.  
(Examples: Judging, exhibits, demonstrations, robotics, shooting sports.)

Non 4-H Events – Breed Field Days, Sew Your Own, FFA, FCCLA, Church and Etc.)