

**CHECKLIST for your record book**

**RECORD BOOK COVER:** Including a spine label with the cover information can be helpful if you put your record book on a shelf.

**✓ Make a checkmark for each item you have included.**

- ☐ Current 4-H Year
- ☐ Member's Name
- ☐ Age Division (Jr., Int. or Sr.)
- ☐ Club Names (s)
- ☐ Number of years you have been in 4-H.

Have fun with the cover! If you enjoy art, add your personal touch by writing or typing the book cover information on colorful paper, scrapbook paper or whatever appeals to you. Add stickers, clip art, your own photos– anything that showcases your creativity. You may include a photo that shows something about your project. Example: a photo of you on your horse or practicing at an archery meeting or sewing. Adding decorative touches to your cover is **OPTIONAL**.

Record books are judged on content – not beauty!

**DIVIDER TABS:** Label all tabs and arrange in the following order. Make sure the tabs extend beyond the pages of the record book!

**✓ Make a checkmark for each item you have included.**

- ☐ Agreements
- ☐ Calendar
- ☐ Project(s) you are enrolled in (example “DOG” or “PHOTOGRAPHY”. Do not label the tab PROJECT).
- ☐ 4-H Story (you can put personal photos here)
- ☐ Permanent Record

**AGREEMENTS:** This is where you place the Code of Conduct and Club Agreement(s)

**✓ Make a checkmark for each item you have included.**

- ☐ Fully signed Code of Conduct
- ☐ Fully signed club Agreement (each club you belong to)

**PLANNING CALENDAR:** If a club does not have meetings in a month, mention: No Club Meeting/Activities This Month or Meeting Canceled. Write “not a member yet” during months you were not a member.

This planning calendar is to help you keep track of your activities. Be sure to check events on your calendar that you attend. You may include your non 4-H activities, but it is not required.

This is where you can list dates for monthly club meetings and activities like:



**✓ Make a checkmark for each item you have included.**

- ☐ Community Service Events that are not on regular club meeting dates
- ☐ Special clinics hosted by your club

Include the dates of County Events that are open to ALL projects like:

- ☐ Awards Night (Recognition Night) in November
- ☐ 4-H Camp in summer
- ☐ Super Saturday Barn Cleaning, first Saturday in August
- ☐ Include the dates in August for the Kitsap County Fair (even if you will not go)
- ☐ Include the dates in September for state fair (even if you do not go)
- ☐ Include club meeting dates all the way to September 30.

**PROJECT TAB(S):** This is the fun section and is designed to help you track what you did this year. This section can help you evaluate what went well and how you can make the best better. For new members, if you do not join until January, for example, make a note along the lines of “Did not join until January.” so anyone judging the record book is aware you did not neglect to include certain months. You will not be docked points for not listing an activity.

**✓ Make a checkmark for each item you have included. Include project pages in this order.**

- ☐ COVER PAGE. Sign this page in summer.
- ☐ GOAL PAGE
- ☐ Animal Projects Only: Routine Animal Care Sheet, Animal Health Record Pages
- ☐ ACTIVITY LOG – Member’s Activities Write “not a member yet” during months you were not a member.
- ☐ PROJECT SPECIFIC SHEETS for your project(s) ASK YOUR CLUB LEADER FOR THESE
- ☐ Expense Page
- ☐ Market Animal (ask leader for required pages)

**PROJECT PHOTOS.** Not required! There are bonus points for including photos. Place photos about your project at the end of your project tab.

**4-H STORY:** See record book for specific topics to write about. Put personal pages/photos behind the 4-H story. In October you should rewrite your 4-H story to add information about your experiences at County and State Fairs.

**PERMANENT RECORD:**

**✓ Make a checkmark after you check each section.**

- ☐ Returning members, be sure to include prior years in the permanent record.
- ☐ Areas that do not apply, write N/A or NONE.
- ☐ Check that all sections have information.