

4-H Record Books



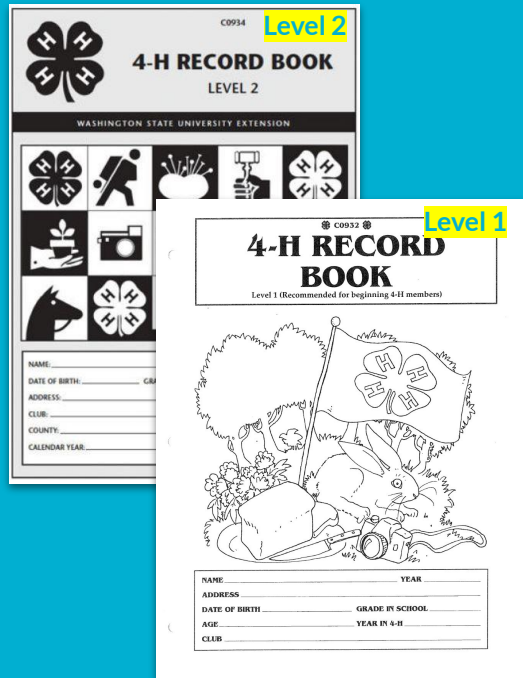
A Quick Overview/Refresher



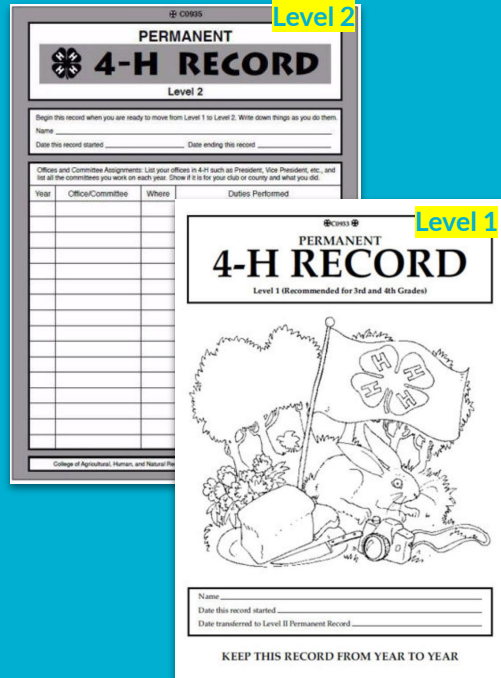
WSU EXTENSION
San Juan County

What Are Record Books & Why Are They Important?

Annual Record Book



Permanent Record



Many Benefits

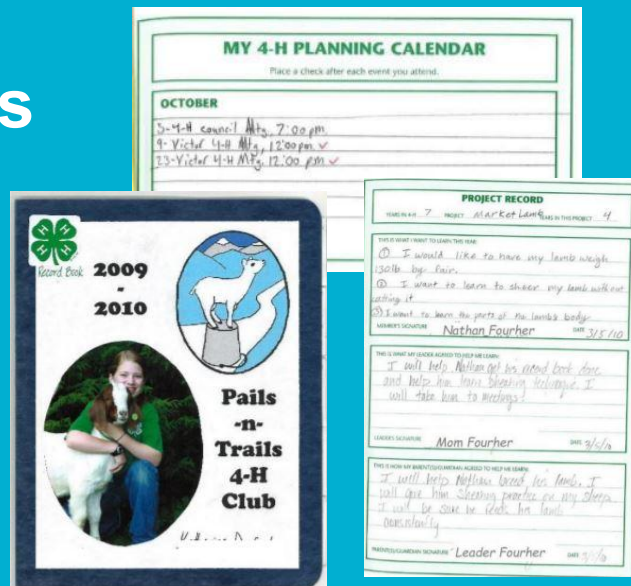
1. Learn valuable lifelong skills
2. Important for completing each project (equine, poultry, etc)
 - a. Track goals & achievements
 - b. Track activities
 - c. Record events
 - d. Track project costs
3. Be eligible for scholarships and awards

Parts & Examples of Record Books

- Cover
- Title Page
- Divider 1 - “Calendar”
- Divider 2 - “Project Record” *
 - Project Journal
 - Project Photos
 - Project Highlights
 - Project Financial Summary
- Divider 3 - Permanent Record (Summary of all years)
- Divider 4 - “4-H Story”
- Divider 5 - “Supplemental Information” (not project related - school, community, sports, etc)
- Back Cover - Signatures

*Record books can cover *multiple projects*, **each will need its own specific project record** and divider. Be sure to include specific/required project sheets (equine, dairy, goat, poultry, etc.)

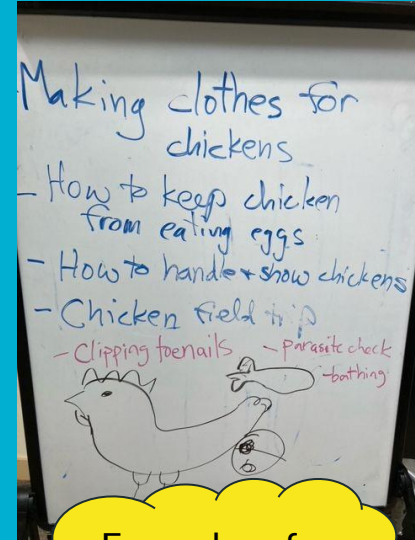
[See: Project Journal Specific Requirements](#)



[Record Book Guidelines](#)

Reminders & Deadlines for Record Books

1. Set goals for the 4-H year
2. Discuss goals with adults: parent/guardian/4-H leader
3. Work towards achieving your goals
4. Bring your record book to every meeting
5. 7/31 - Turn in your book to your leader to “check off” prior to the fair.
6. 8/23 - Turn in your completed book to WSU Extension office for scoring.
7. Awards will be sent out once scoring is completed.
 - County level awards.
 - Individual clubs may choose to issue awards as well.



Examples of Goals

Goal Examples for Record Books

Personal Goals

1. Meet new friends.
2. Attend 4-H Camp or State Conference.
3. Learn the 4-H Pledge.
4. Be a better listener.
5. Give an educational presentation.
6. Learn to bake yeast dough breads.
7. Start early on my Record Book.
8. Add to my Record Book at least once a week.

SMART Goals are: **S**pecific, **M**easurable, **A**tttractive, **R**ealistic, and have a **T**imetable

Tip: Goals should have **three parts**

1. the action
(how you are going to do it)
2. the result
(what you are going to do)
3. and timetable
(when you plan to have it done.)

Resources

Level 1 (Cloverbuds, 5-7 yrs)*

[Annual 4-H Record Book, Level 1](#)

[Permanent 4-H Record, Level 1](#)

[Project Journal Specific Requirements](#)

**Recordkeeping is optional, but encouraged for Cloverbuds*

**These are not turned in or judged*

Level 2 (Juniors, Intermediates, and Seniors, 8-18 yrs)

[Annual 4-H Record Book, Level 2](#)

[Permanent 4-H Record, Level 2](#)

[Project Journal Specific Requirements](#)

[Record Book Guidelines](#)

[Permanent Record Guidelines](#)

Record Books are evaluated using a form you can refer to when preparing your materials for judging!

SAN JUAN COUNTY 4-H RECORD BOOK EVALUATION	
Name _____ 4-H Club _____	
(Circle One) Jr. Int. Sr. Grade completed in school _____ Yr. completed in 4-H _____	
I. GENERAL ORGANIZATION and APPEARANCE (Possible 10 pts.)	
A. Book bound, tidy, with front cover completed	2
B. Book contains labeled dividers	3
C. Book in the correct order, all must be the same	3
D. Overall neatness	2
II. PLANNING CALENDAR - Entries required through Sept. (Possible 10 pts.)	
A. Simple entries with dates and club activities listed	5
B. Check marks showing activities attended	1
C. Neatness	4
D. All County 4-H events listed (Bonus)	1
E. Project related events (field trips etc., Bonus)	2
III. PROJECT SECTION - Individual projects are to include appropriate add sheets and project related materials (Possible 40 points)	
A. Project Commitment	4
1. Set goals, sign (2pt) and date (2 pt)	4
2. Leader, parent agreement (may be completed by member or parent/leader, signed and dated)	4
B. Project Journal and/or Add Sheets	15
1. Complete and accurate showing of how many/how much (dollar/time)	15
C. Project Highlights (6pts)/Project Photos and/or Project Related materials (4 pts) must have at least 2 captions (2 pts.) dates are not necessary.	12
D. Neatness	5
IV. PERMANENT RECORD - Must have name/date/date started, header completely filled out (Possible 15 points)	
A. Offices and Committee Summary (Bonus)	1
B. Project and Exhibit Summary	2
C. Judging (Bonus, all fair judging events must be listed after the fair)	3
D. Public Presentations (Must complete to finish 4-H year)	1
E. 4-H Contests (Bonus, all fair contests must be listed after the fair)	1
F. Events Attended (Bonus)	1
G. Community Service (Must complete to finish 4-H year)	2
H. 4-H Prominent (Bonus)	1
I. Leadership (Bonus)	2
J. School and Community Responsibilities (any activity)	1
K. Non-4-H Contests Entered (Bonus)	1
L. 4-H Meetings Attended	1
M. Most Important Recognition	1
N. Neatness	4
V. 4-H STORY - Limited to three sides (must be in order) (Possible 25 points)	
A. Introduction - name, club, and number of years in 4-H	1
B. Narrative - describe your 4-H year including project involvement, growth and participation	10
C. Club and Community and/or school Involvement, i.e., offices held, community participation or favorite activity.	2
D. 4-H Impact - How 4-H has influenced member's life.	4
E. Supplemental information - limited to 3 sides (newspaper clippings, pictures with captions and pictures of club, community, school, family, etc.)	4
F. Outstanding narrative (Bonus)	5
G. Neatness	4
High Blue 97-115 (highest possible total of bonus pts)	15
Blue 93-96 (highest possible total by project without bonus)	100
Red 70-89 (highest total possible)	115
White 45-69	TOTAL _____