

TIPS FOR KEEPING YOUR 4-H RECORD BOOK

WHY 4-H RECORD BOOKS?

Record books are important for so many reasons! Record keeping in 4-H teaches valuable life skills and is an important part of completing each project. Record books help members set goals, keep track of activities, record events, track project costs, and a whole lot more! They also teach members valuable, lifelong skills in record keeping, accounting, reporting, and written communication. Furthermore, members who keep record books may be eligible for additional awards and scholarships.

IMPORTANT DATES

- **Check with your club leader or WSU Extension staff to confirm dates for the year.**
There could be requirements for members to participate in county level activities such as fair and camps, or for eligibility for Project Achievement medals and Year-End awards.

RECORD BOOKS

- **LEVEL 1** – Recommended for 3rd & 4th grade members. Cloverbuds are not required to do a record book, but can do a Level 1 book if they wish.
- **LEVEL 2** – Recommended for 5th grade and above.
- **PERMANENT RECORD BOOK** – Level 1 and 2 each have a permanent record book. When moving from Level 1 to Level 2, the Level 2 permanent book is placed on top of Level 1 and kept with the current year's book.

COVER

- Assemble your records in a secure binder large enough to contain all records.
- The cover of your record book should include your name, club name, and calendar year.
- The appearance should be neat, clean, and professional.
- Use divider tabs for each section and neatly label each of the tabs.
 - Planning calendar.
 - Project Name (one tab for each project you are enrolled in)
 - Permanent 4-H Record
 - My 4-H Story
 - Supplemental Information

PLANNING CALENDAR

- Write down events and activities that you are involved in. Include 4-H meetings and 4-H activities that you attend. Also include non-4-H activities such as family, school, community, and sports participation events.

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4-H PROJECT

- Project Record. Write your project goals, including how your club leader and parents will help you achieve those goals. Make sure to sign your project record, and get signatures from your leader and parent.
- Project Journal. This is a log of your project activities. For some projects you may want to use it as a weekly or monthly summary (fed & watered horse). Add additional pages if you need to.
- Project Photos. One page of photos related to your project. Be sure to include captions.
- Project Highlights. Look back at your project commitment – did you learn what you planned to learn? Record what you learned, your problems, successes and what you would do differently next time.
- Project Financial Summary. This is a financial summary of your Project Journal entries. If your project has an add sheet draw a line through the Project Financial Summary and write “See Add Sheet”.
- Project Add Sheets. Projects with special planning or recording needs may require add sheets. Project add sheets are project specific and available on the WSU Publications website.

PERMANENT 4-H RECORD

- Use this to record your participation in all 4-H and non-4-H leadership, community service, public presentations, and other activities during your 4-H years.
- Your permanent 4-H record book will move to your new record book each year. This is documentation of all your experiences during your 4-H years and is invaluable when applying for scholarships. All of this great information is in one place!

MY 4-H STORY

- Write your story as if you are talking to the reader. The story should have four parts and be no longer than two sides of one page.
 - Write about yourself.
 - Write about your projects.
 - Share your club, community and school experiences.
 - Write about how 4-H has helped shape you into the person you are today.

SUPPLEMENTAL INFORMATION

- Photos, newspaper clippings, letters, etc. related to you and your club, community or school activities. All items should be captioned.
- Limited to two sides of one page.

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OTHER HELPFUL HINTS

- Record book materials are available on the WSU Extension publications website. If you need copies let us know, we may be able to help you print documents.
- Take advantage of fillable forms. Nearly every form on our website is in a fillable format, which means you can save the document to your computer and update your records on the computer. Make sure to save your work each time! This is a great way to keep your records looking professional and easy to edit.
- Don't let your parents help too much! Use your parents for advice and support, but do your own work.
- Don't include extras – your record book is not a scrapbook. Stick to the order of records in this guide.
- Don't procrastinate – record books are so much easier if you stay up to date on your work.
- Need forms? Have questions? Call your local Extension staff.