

# Record Book Guidelines

NOTE: These guidelines were written for the Level II record book. However, the Level I and primary record books are very similar, and these guidelines should work for them.

1. The purpose of the record book is to keep track of all the things you do during the 4-H year. It shows what you have learned and how you have grown as a result of your involvement in the 4-H program. Use your record book to look back at the progress you have made during the year.
2. A record book and a permanent record book are needed. No matter how many clubs you are in, you only need one record book, list all the clubs on the cover of your record book. You will keep your permanent record book for your entire 4-H career and add to it each year. When you change from the Level I record book to the Level II record book, change permanent record books as well.
3. Use all parts of the Level I or Level II record book. Do not mix and match a part of one with the other.
4. Separate each section with dividers having tabs. Dividers may be made out of white or colored paper rather than being purchased. Each project should also have a divider. Keep the project commitment, project journal, project photos, project highlights, project financial summary and add sheets for each project together.
5. The record book should be your own personal work. It should be kept current throughout the year. Handwriting or typing should be your own. Junior members who complete the Level I record book may use pencil. Intermediates and Seniors should use ink or type.
6. Keep your record book in a hard binder to help keep it in good shape during the year. It is acceptable to turn in books that have been used, but they should not be overly soiled.
7. The record book should be completed up to the date that is turned in, with all records up to date. This is especially important if you enter your book in the fair.
8. Computer written record books are acceptable as long as the member uses a similar format and provides all the information asked for in the printed publication.
9. When in doubt as to whether or not you should fill out a section, fill it out!

## Order of Contents

**Cover:** Fill out every section. Age, is your age as of January 1 of the current 4-H year. Grade in school, is the grade that you were in at the beginning of the new 4-H year. Be sure to list all clubs that you are enrolled in. Calendar year, is the current 4-H year, for example 2021-2022.

**My 4-H Calendar:** Insert divider before the Planning Calendar. Write down events and activities that you will be involved in. This can be used as a tool to help keep track of what is being done in 4-H. Keep track of club and project events, county activities, and state activities that are of interest. If there is space, also include school and community activities. Check off all items attended, and if something was cancelled, note this next to the event.

**My 4-H Project:** Insert divider before Project Commitment. For each project use a separate project plan, project journal, project photos, project highlights, financial summary and add sheet. If additional project plans are needed, make photocopies or pick up copies at the extension office.

1. Project Plans: These should be completed before the 4-H project is started. What the member wants to learn should be appropriate for the number of years in the project and for the age of the member. After project plans have been completed, parents and leaders should complete, date, and sign their sections.
2. Project Journal: This is a place to keep track of what is done in a project. It should include daily activities such as feeding, which can be summarized a month at a time, as well as events. Be sure to include public presentations, classes attended, and field trips.
  - A number of things done with a project will have a cost even if parents pay for it. This needs to be recorded. If something is grown and used, estimate the cost. Be sure to total the column.
  - Time column is how many minutes or hours was put into something.
  - Always record what was learned or thoughts about what was done in the comment section.
  - DO NOT leave a section blank. Instead, write NA (non-applicable) or draw a line through a section if it does not apply.
3. Project Photos: This can be photos, news clippings, or drawings. Whatever it is, it should be related to the project. Include a caption telling the who, what, when, where, and why. Try not to overlap items and be sure that they are secured to the page. This section is limited to one page.
4. Project Highlights: Be sure that all sections are completed.
5. What was learned: Think about what was learned. Look back at the project commitment, were the goals set out met?
6. Problem Solved: Describe one difficulty that was overcome and how.
7. Successes: Describe one thing that went well during the year.
8. To do differently next time: Reflect on the year and figure out what you will do different next year. Describe this.

9. **Financial Summary:** Every project costs something, even if you did not pay for it. If something was a gift, find out what it would cost and record it. If the project add sheet has a more accurate financial summary, put a note for the judge to see it.
  - The beginning and ending values are basically inventories. Be sure to include all things that are used with the project. Be sure to complete the totals for these sections so they can be used to figure whether a profit was made.
  - The cost, income and total time spent on a project from the project totals.
10. **Project Records/Add Sheets:** These are available for almost all 4-H projects. They are required. All sections must be completed. If a section does not apply, write NA. If the financial summary in the record book is completed rather than the one in the project record, then be sure that a note is written to the judge explaining this.

***Permanent Record:*** Insert divider before Permanent Record. Use this to record participation in leadership, public presentations, judging, and other activities and contests during the years you are in 4-H. The permanent record stays with the record book each year. Position before the 4-H story, but after all 4-H projects. Always make an entry for the current year in ALL sections even if the entry reads, “no entry for \_\_\_\_ year”.

1. **Offices and Committees:** where means club, county, or state.
2. **Project and Exhibit Summary:** Size is the number of exhibits. Project Title is the name of the project as stated in the project publication guide. Exhibit in livestock projects would be type. In horse, exhibit is the pleasure class. It is not showmanship or herdsmanship. This section is for the exhibit being judged—the animal or food exhibit—NOT the 4-H member. Use the following codes to summarize where the project was exhibited.
  - L (local): An event or activity that is small and close to you. For example artwork exhibited at school, bringing your insect collection to a club meeting, or participating in a small club show.
  - C (county): An event or activity that is open to people throughout the county. For example a countywide horse, dog, or cat show or the Hunters and Valley Fairs.
  - D (district): Events open to more than one county. For example the NE Washington Fair, Spokane Interstate, or Deer Park Fair.
  - S (state): State wide events. For example the State 4-H Fair or the Washington State Junior Horse Show.
  - N (national): A national event. For example National 4-H Congress.
3. **Judging:** List all judging activities participated in, whether it is a club, county, or state level.
4. **Public Presentations:** Oral reasons from judging activities can be recorded here, in addition to demonstrations and public speaking.
5. **4-H Contests Entered:** These are any contests where the member is being judged. For example fitting and showing, foods activities, fashion revue, herdsmanship, and equitation classes.
6. **Events Attended:** These are all non-competitive 4-H events a member attends. An event has a definite time and place.
7. **Community Service:** List only those 4-H community service projects in which you participated. If you participated, you had a definite responsibility.

8. 4-H Promotion: This should include only those things done that directly promoted 4-H. It could be as simple as talking to people at school about 4-H.
9. Leadership: Even though a member might not be enrolled in a leadership project, the member probably helped someone learn or do something in 4-H. Record this.
10. Most Important Recognition: Everyone should be able to come up with one thing that happened to them in the past year that was important. It might be as simple as positive feedback from a leader.

**4-H Story:** This should be completed at the end of the 4-H year. Write it in a narrative form, as though you were talking to the reader. It should be no longer than two sides of one page. It should relate to the current 4-H year. The 4-H Story should have four parts.

- Introduce yourself: Tell about your age, grade, club, family, where you live, etc.
- Write about all of your projects. Do not just list them. If you have more than two, you may want to pick one or two to go into detail on what happened to you or what you learned. Do not repeat project highlights section, tell about something different.
- Describe what your club did: You can talk about club events, even though you may not have participated in all of them. Describe what you did in your community or school.
- Explain how you changed as a result of 4-H.

**Supplemental Information:** Information here should support the story, not projects. It is limited to two pages.

- It can be pictures, news clippings, letters or drawings related to club, community, or school activities participated in. Take pictures of you and your ribbons rather than including ribbons.
- All items need to be captioned and tell the who, what, where, when, and why.
- Keep it neat. Photographs should be trimmed, so there are none that overlap.