

CHECKLIST for your record book

For more detailed information see the Record Book Guide on the Kitsap County website.

BOOK COVER: Including a spine label with the cover information can be helpful if you put your record book on a shelf. Insert the cover page inside the slip cover on the exterior of the book.

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

- | | |
|--|---|
| <input type="checkbox"/> Current 4-H Year | <input type="checkbox"/> Member's Name |
| <input type="checkbox"/> Age Division (Jr., Int. or Sr.) | <input type="checkbox"/> Club Names (s) |
| <input type="checkbox"/> 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. 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 and the label can be read– especially if you use plastic slip sheets.

✓ **Make a checkmark for each item you have included, and they should be in this order:**

- ☐ Agreements
- ☐ Calendar
- ☐ Project(s) Label what you are enrolled in -- such as “HORSE” or “PHOTOGRAPHY” -- not the word **PROJECT**.
Project photos go behind this tab.
- ☐ 4-H Story (you can put personal photos at the end of this tab)
- ☐ 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 – and check that all signatures are there!
- ☐ Fully signed club Agreement (each club you belong to) – and check that all signatures are there!

PLANNING CALENDAR: If a club does not have meetings in a month, mention: **No Club Meeting or No Project Meeting or No Club 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. You may use a full calendar sheet. Be sure to put the time, the name of the event and a checkmark if you attended it.

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

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

- ☐ Community Service Events that are not on regular club meeting dates
- ☐ Special clinics or workshops your club hosted or that you attended

Include the dates of County Events that are open to ALL projects. Check the 4-H newsletter and the Kitsap County 4-H website for the dates.

- ☐ 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 exhibit anything)
- ☐ Include the dates in September for state fair (even if you will not exhibit anything)
- ☐ 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*.

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

- ___ **COVER PAGE.** Sign this page in summer.
- ___ **GOAL PAGE.** Fill this in before turning your record book in for the August judging.
- ___ **Animal Projects Only:** Include the Routine Animal Care
- ___ **ACTIVITY LOG** – Member’s Activities
- ___ **Animal Projects Only:** Include the Animal Health Record Pages
- ___ **PROJECT SPECIFIC SHEETS** for your project(s) ASK YOUR CLUB LEADER FOR THESE
- ___ **Expense Page**
- ___ Photos and/or project-related material **PROJECT PHOTOS. *Not required!*** There are bonus points for including photos. Place photos about your project at the end of your project tab. After fair, you may add more photos. Include captions explaining who, what, when, where and/or why. Do not include irreplaceable items like ribbons, certificates or checks. You may put copies in this section.

4-H STORY: See record book for specific topics to write about.

In October you should add to your 4-H story to include information about your experiences at County and State Fairs.

Put personal pages/photos at the end of the 4-H story. After fair, you may add more photos and/or items. Include captions explaining who, what, when, where and/or why.

Do not include irreplaceable items like ribbons, certificates or checks. You may put copies or photos of those items in this section.

PERMANENT RECORD: Only print or download **LEVEL 2**. Kitsap County does not use the Level 1.

✓ **Make a checkmark for each that is complete.**

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

✓ **Make a checkmark after you check that each section has been filled out.**

Permanent Record Book Sections:

- 1 ___ Offices and Committee Assignments
- 2 ___ Project and Exhibit Summary
- 3 ___ Judging
- 4 ___ Public Presentations
- 5 ___ 4-H Contests Entered
- 6 ___ Events Attended
- 7 ___ Community Service
- 8 ___ 4-H Promotion
- 9 ___ Leadership
- 10 ___ School and Community Responsibilities
- 11 ___ Contests other than 4-H Entered
- 12 ___ 4-H Meeting Attendance
- 13 ___ Most Important Recognition