

Kitsap County 4-H Record Book Checklist

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

RECORD BOOK COVER: Complete the Record Book Cover Page and place in the slip-cover on the exterior of the notebook. Place a spine label with Name, Age Division, and Year so your Record Book can be identified on a shelf in the spine sleeve.

- **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: 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.

✓ Check that you have the following labeled tabs and arranged in the order below:

- _____ Agreements
- _____ Calendar
- _____ Project(s) Label what you are enrolled in - such as “HORSE” or “PHOTOGRAPHY” - not the word PROJECT. Project photos go in this section.
- _____ 4-H Story (you can put personal photos at the end of this section)
- _____ Permanent Record

Divider Tabs will be inserted before the following sections.

AGREEMENTS TAB: The Kitsap Code of Conduct and Club Agreement(s) follow this tab.

✓ Check that you have the following signed agreements

- _____ 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!

CALENDAR TAB: Insert Record Book calendar after tab.

Use this planning calendar is to help you keep track of your activities, club meetings, and 4-H events. Be sure to put the time, the name of the event and a checkmark if you attended it.

- If a club does not have meetings in a month, mention: No Club Meeting or No Project Activities This Month or Meeting Canceled.
- Write “Not a member yet” during months you were not a member.
- You may include your non 4-H activities, but it is not required. You may use a full calendar sheet.

✓ Check that you have the following on your calendar.

- _____ Club meeting/Project meeting dates all the way through September 30th
- _____ 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 Academy
- Public Presentations
- 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)

PROJECT TAB(S): Insert Project pages after this tab. 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. Include a Project Tab for each project you are enrolled in.

✓ Check that you have included each item in this order:

- PROJECT 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
- Inventory and 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 section. 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 TAB: See prompts on 4-H Story forms for specific topics to write about and insert after this tab.

- After the Kitsap County Fair and State Fair you should add to your 4-H story to include information about your experiences at these events.
- Put personal pages/photos at the end of the 4-H story section. 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 TAB: Only print or download LEVEL 2 and insert after this tab. 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