

Assemble Your 4-H Record Book for Fair

Your Record Book can be assembled with brads, in a report binder, or 3-ring notebook. You will need to “tab” sections of your record book. Tabs can be home-made or purchased. They can be a separate tabbed divider, or attached to the first page of the section. Pages may be inserted in sheet protectors – but this is NOT required.

1. Front Cover – (This can be on the outside OR the first page inside your binder.)

For Fair – for security reasons – **do NOT include your address.** All other information, ie. Name, Club(s), Grade, 4-H division, County, and Calendar year should be included.

Grade = the grade you were in on January 1st (completed in June) of this 4-H year.

4-H Division based on Grade for this 4-H year.

Primary = K – 2 JR = 3 – 5 INT = 6 – 8 SR = 9 – 12

2. Calendar - Tab this section.

3. Project Record – (for first project)

Tab this section and label for your project, even if you have only one project.

If you have more than one project – for example, you are enrolled in Horse, Beef, Foods & Nutrition, Photography – you will have a Project Record section for each project area.

Tab titles: Horse Project, Beef Project, etc. or you could do it “Project – Beef”, “Project – Foods”, etc. (NOT the name of your animal)

Within EACH Project Section you will have:

These sub-sections are not required to have tabs

- First “Project Record” page aka “Commitment” or “Goals” Page
- Project Journal
- OPTIONAL “Add Sheets” additional record keeping for some projects
example – if you have more than one horse – you might keep a separate vaccination, hoof care and training record for each horse – but again, this is OPTIONAL.
- Project Photos – remember to date & caption
- Project Highlights
- Project Financial Summary Page

The last section of this page can’t be completed till after Fair for some projects. Put a sticky note in sections that you will complete after the fair.

Project Record – (for 2nd project if you have one)

Tab this section and label for your project. Repeat for each additional project

4. Permanent Record - - Tab this section.

5. 4-H Story - - Tab this section.

6. Supplemental Information - Tab this section.

Remember to add date & captions to photos, & include date on letters, news clippings, etc.