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 1\(^{st}\) (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.