1. **Lincoln and Wheat Land:** Due to safety concerns, please complete all information in the front of your Record Book EXCEPT your home address. All other information is required...just leave off your address.

2. **Lincoln County:** Judges award a prize for “Best Story” in each of these divisions:
   - 1st year
   - Junior
   - Intermediate
   - Senior.

**Tips:**
1. Begin working on your Record Book **early.**
2. Try working on your record book weekly. If you do not have a lot of time, quickly jot down entries on a calendar. You can transfer the information later to your Record Book.
3. Use an overall calendar to save time.
4. You can use your record book calendar for ALL activities, such as sports, church, family events, etc. Your calendar does not have to be only 4-H project related. But indicate which activities are 4-H!
5. **Grade Level:** Please list your Highest Grade **Completed** at the time of fair entry. This is the grade you were in on January 1 of the current 4-H year.
6. It is important that you enter your record book in the appropriate class: Primary, Junior, Intermediate, or Senior. (Lincoln Co. also has a 1st year class.)
7. **Project Goals/Plans:** Be sure this is signed and dated by you, your leader AND parent.
8. **Permanent Record – Lincoln Co. only.** **Suggestion:** If you started with a Level 1 Permanent Record, transfer your information to a Level 2 Permanent Record when you move up. If you do transfer, do not leave your Level 1 Permanent record in your book for judging.

**Permanent Record: Wheat Land Fair encourages you to decide.** You may either include both Level 1 and Level 2 Permanent Records if you started in Level 1 and moved up. OR, you may transfer the information from your Level 1 Permanent Record to a Level 2 Permanent Record and include only your Level 2 Records for judging.

1. **Permanent Record: 4-H Year Suggestion:** You can keep this simple by listing the 4-H year like this – “12-13” OR FY `13.
2. **4-H story:** Follow the guidelines on the inside front cover. It explains how many paragraphs to have, what should be in the content, etc.
3. **Photos and Drawings:** Remember to title and date all photos and/or drawings. **Suggestion:** Insert Memories/Supplemental & photo pages in clear sheet protectors to help preserve your pages. **Lincoln Co. Suggestion:** Insert all pages in sheer protectors for a neater look.

The content is more important than the style. Judges, like any reader can be influenced and impressed with exceptional accuracy, clarity, completeness, and neatness. Following the tips listed as **“Suggestions”** above, will NOT add points to your record book score. But in the event of a tie for special awards, they **might** be a factor in the judges’ decision.

Please check the Record Book Score Sheet. If you include what is asked for on the form and put the contents in the order listed inside the front cover of the Record Book, you’ll do well!

Remember that the Record Book competition at fair is not for scrapbooks. Save ribbons, labels, etc. in a personal scrapbook. Scrapbooks can be entered in a different department.

**Wheat Land Communities Fair:** Remember, your record book is also used to determine special awards and recognition to be presented at the Adams County 4-H Achievement Program.

Record Book Information & Evaluation Forms are available from the Extension Office or: [http://www.lincoln-adams.wsu.edu/4-H/RecordBooks.htm](http://www.lincoln-adams.wsu.edu/4-H/RecordBooks.htm)
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 “Project Plans”, “Commitment” or “Goals” Page
   - Project Journal (Project Diary)
   - 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 (Level 1 – “What I did in my 4-H project this year” & Project Related Materials)
   - Project Financial Summary Page (Not in Level 1)
     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** – (Level 1 – “My 4-H Memories”) - Tab this section.
   
   Remember to add date & captions to photos, & include date on letters, news clippings, etc.

7. **Level 1 Only – Comment Page**
   
   Signed & dated. Additional comments may be added by judges during competition and by leaders after Fair competition.