🍀 Record Book Completion Check List 🍀

Member's Name_____

Place a check if up-to-date:

Member   Leader   Reviewer

1. **General Appearance**
   _Cover neat; optional dividers in proper order   _____ _____ _____
   _Member has done own work (*with support as developmentally/physically appropriate*)   _____ _____ _____

2. **Calendar**
   _Used to plan the whole year
   _Include all project, club, & county activities
   _Include date, location, & time of activity
   _Checked when attended

3. **Project Plans/Record**
   _Complete & aligned with member's abilities   Project 1_____ _____ _____
   _Includes learning goals   Project 2_____ _____ _____
   _Signed & dated   Project 3_____ _____ _____
      Project 4_____ _____ _____

4. **Project Diary/Journal (not required of cloverbuds)**
   _Includes project activities & work   Project 1_____ _____ _____
   _Includes what was accomplished   Project 2_____ _____ _____
   _Includes how work was done   Project 3_____ _____ _____
   _Includes what was learned   Project 4_____ _____ _____

5. **Project Pictures - Optional**
   _Limited to one side of one page per project   Project 1_____ _____ _____
   _Dated with captions (what, where, when, etc…)   Project 2_____ _____ _____
      Project 3_____ _____ _____
      Project 4_____ _____ _____

6. **Project Summary/Highlights**
   _Look back at project plans; did you learn what you planned to learn?   Project 1_____ _____ _____
   _Summarizes what was done & learned   Project 2_____ _____ _____
   _Includes project challenges & successes in   Project 3_____ _____ _____
   _Includes what could be done differently next time   Project 4_____ _____ _____
   _Up-to-date

7. **Project Financial Record**
   _Level 2 only - <u>Up-to-date and accurate</u>   Project 1_____ _____ _____
      Project 2_____ _____ _____
      Project 3_____ _____ _____

   ➜ **Animal Add Sheets <u>REQUIRED</u>**   Project 4_____ _____ _____

   _Commitment to Excellence checklist-current year-**ALL ANIMALS**   _____ _____ _____
   _Dog Project Record-C0794   _____ _____ _____
   _Horse Certificates   _____ _____ _____
   _Animal Health Record for each livestock animal   _____ _____ _____
   _Quality Assurance - Youth Advancement
        Beef, Goat, Sheep, & Swine – YQCA Certificate
        Horse - Program Level 1, Units 1,2,4 - 1st year members
          Program Level 1, Units 3,5,6 - 2nd year & above
          Horse Member Advancement Checklist (EM2790)
        Cavy – 4-H Cavy Advancement Program Checklist

8. **Permanent Record**   _____ _____ _____
   _Required & up-to-date from the time the member first joined 4-H **(not required of current cloverbuds)**
   _Should reflect growth & accomplishments in project(s) & club activities.
   _Clothing and/or Knitting Skills Checklist Booklet.

9. **Story**   _____ _____ _____
   _Start story for the year in narrative form, writing as though you are talking to the reader. Must include introduction & progress aligned with turn in date. <u>Story should have 4 parts:</u>
   _Introduction - Introduce yourself.
   _Write about your projects. Do not repeat the project highlights.
   _Share your 4-H club experiences and how you were involved in your community and school.
   _Write about how you have changed as a result of your 4-H experience.

10. **Supplemental Information - Optional**   _____ _____ _____
    _Limited to two sides of one page
    _Related to your club, community, or school
    _May contain pictures, news clippings, or letters
    _All items dated with captions (what, where, when, etc…)
    _Club/Teen Contracts at the end of this section if applicable

SIGNATURES REQUIRED

Member_____ Parent_____ Leader_____