



# Record Book Completion Checklist



(Use of dividers between sections/packets is encouraged)

**\*\*Leave this checklist loose inside front cover of Record Book\*\***

Member's Name \_\_\_\_\_

## 1. Record Book Cover

\_\_\_\_\_ Clean & neat: Name, address, club, county and state legible

## 2. Title Page & My 4-H Year

\_\_\_\_\_ Title page complete for all projects in Record Book

\_\_\_\_\_ **My 4-H Year** used for entire year (Include all projects, club, & county activities, dates, location & time of activities, check when attended)

\_\_\_\_\_ Include 4-H Club/Teen Contract, if applicable

## 3. Livestock Packet Section (complete separate packet/section for each species)

\_\_\_\_\_ **Goals** (page is complete, goals are specific and obtainable)

\_\_\_\_\_ **Animal Care and Management** (tasks completed daily, weekly, monthly, and yearly)

\_\_\_\_\_ **Feed Expenses** (complete and up to date)

\_\_\_\_\_ **Expenses Other Than Feed** (complete and up to date)

\_\_\_\_\_ **Market Animal Weights Record** (complete for each animal and current calculated weights)

\_\_\_\_\_ **Assets, Equipment & Supplies** (List items purchased for your project, date, cost, or current value)

\_\_\_\_\_ **Income** List all income from project animal (income list & expenses up to date)

\_\_\_\_\_ **Life Skills** (summarize what was done & what you learned by skill)

\_\_\_\_\_ **Goal Reflection** (look back at project goals: completed, to do plan, help & challenges?)

\_\_\_\_\_ **Project Completion** is dated & sign at the end of the project year

\_\_\_\_\_ **Animal Health Records** (for each livestock animal, breeder information & signature, up to date treatments)

## 4. Other Project Packet Section (non-livestock projects: Horse, Rabbit, Poultry, Dog, Foods, Clothing, Leadership, Shooting Sports, Gardening, KYG, etc.) **Complete separate section for each project.**

\_\_\_\_\_ **Project Record & Project Commitment** (complete, signed & dated, include learning goals)

\_\_\_\_\_ **Project Journal** (include project activities & work, what was accomplished, how work was done, what was learned)

\_\_\_\_\_ **Project Photos** (dated with captions)

\_\_\_\_\_ **Project Highlights** (up to date, include what was learned, project successes/challenges, describe what you would do differently next time)

\_\_\_\_\_ **Project Financial Summary** (up to date beginning value & costs, ending value & items 1-8 completed at the end of project year)

## 5. My 4-H Story

\_\_\_\_\_ Start story for the year in narrative form, writing as though you are talking to the reader.

1. Introduction – Introduce yourself

2. Write about your projects. Do not repeat the project life skills.

3. Share your 4-H club experiences and how you participated in your community and school.

4. Write about how you have changed because of your 4-H experience.

5. Describe your future plans.

## 6. Supplemental Information – Optional

\_\_\_\_\_ Limited to two sides of one page (related to your club, community, or school)

\_\_\_\_\_ May contain pictures, news clipping, or letters. Items dated with captions (what, where, when, etc.)

\_\_\_\_\_ Club/Teen Contracts at the end of this section if applicable

## 7. Transfer Record Section

\_\_\_\_\_ **Animal Commitment to Excellence** (signed and dated)

\_\_\_\_\_ **Kittitas County Animal Science & Quality Assurance Checklist** (up to date, signed & dated)

\_\_\_\_\_ **Permanent Record-Not required for Cloverbuds** (up to date & reflect growth & accomplishments in project(s) & club activities)

**RECORD BOOK COMPLETE AND ACCURATE (Signatures Required)**

Member \_\_\_\_\_ Parent \_\_\_\_\_ Leader \_\_\_\_\_