

BASIC INSTRUCTIONS

1. Use this record book for all the things you do in 4-H this year.
2. Separate each section with divider and tab. The sections listed below that need to be divided are marked with an asterisk (*).
3. Keep the Project Plans, Project Journal and/or Project Add Sheet, and Supplemental Project information for each Project together.
4. Use your records to look back on what you have done for the 4-h year; show what you have learned and how you have improved yourself.
5. Start on your record book as soon as you start your 4-H Project for the year.
6. Your record book is your personal work. It should be kept current as the year progresses. Handwriting (pencil or pen) or typing is to be your own.
7. For working on your record book throughout the year it will be helpful to keep it in a hardcover threehole binder, but before you turn it in - transfer it to A FLAT BINDER and put your name and club on the outside.

ORDER OF CONTENTS

1. **Front Cover** Be sure to complete all information on the front cover. Members may want to color the pictures, where appropriate.
2. ***My 4-H Planning Calendar** Write down the 4-H events and activities in which you will be involved, such as 4-h meetings, contests, camp clinics, fairs, county 4-H programs and club and project-related activities.
3. ***My 4-H Projects** Each 4-H project must have its own project plans, project journal and/or project record (add sheets), and project supplemental information. Each project section should be divided and marked with a tab.

A> Project Plans This section is a plan of what you want to learn for the year in your 4-H project. It would be related to your skill level, knowledge, or experience in the project. It is also a plan on how you are going to learn these things (i.e. read 4-H publications attend project meetings go to workshops, have leaders help me, etc.) finally, it shows how you plan to pay for your project or activity. Have your leader and parent sign your project plans so they can support you with your goals.

B> Project Journal and/or Project Records
The project journal is like a diary to record what you are doing in your project and what you have learned. It should have enough information to show what you have done in your project. If you are doing the same thing every day (i.e., feeding animals, riding, cleaning pens, baking, etc.) you can combine information into a weekly or monthly summary. You can add more pages if needed. You can use a Project Record (Add Sheet) instead of or in addition to the project journal. These are special project add sheets that are

Available from your leader or at the 4-H office. If you do not use the journal, please write "see project add sheet" across the page! This page is for letters, pictures, newspaper clippings etc. related **only** to your project. Please do not include actual ribbons. A picture of all your ribbons would be okay. You may use as many as two pages (4 sides in all). All items must be captioned.

1 *My 4-H Activities (this section is to record what you do in 4-H beyond your 4-H project). Must have an entry in each section or put "none".

4-H Contest List any 4-H contest you entered, such as Bread Baking, Fashion Revue, Quiz Bowl, Fitting & Showing
Public Presentation List Demonstrations or Illustrated Talks you did in your club, at a county Public Presentation contest, County or State Fair, or in front of other groups.

Judging record any judging activities or contests in which you participate in your club, community, county, or state.

Community Service List the activities or services you helped your club do for your town, your community, county or state.

4-H Promotion Show everything you did to promote 4-H. Talks or displays, (posters, window displays, TV and newspaper stories).

Club Officers & Committees List any 4-H office you held or committees worked on.

Leadership Tell about the things you taught to others or assisted with.

Other 4-H Events Record 4-H activities and events that you attend. Include Achievement night, Rally, Super Saturday, workshops, tours, camp, teen activities, etc.

Contests I went to that were not 4-H List any non 4-H contests you participated in. These could be project related or not.

School And Community List activities in which you are involved and things you've done in school, church, community, etc.

My Top 4-H Awards and Honors List any recognition you have received as a 4-H member. It can include club, county or state recognition.

Club and Project Meeting Attendance Show how many meetings (business & project) your club held and how many you attended.

2 *My 4-H Story When you complete this 4-h year, write your 4-H Story in narrative form. Write as though you are actually talking to the reader. Your story should have five parts and be no longer than two sides of one page.

Supplemental Information for my 4-H Story
This section is for items related to your club, school or community. It may contain pictures, letters news clippings, thank you notes, etc. It cannot include ribbons. All items should be captioned. It should supplement what was written in your 4-H story. You may use additional pages if needed.

MY 4-H PLANNING CALENDAR

Write down all 4-H events and activities. Put a check next to events you attended. Indicate if event was canceled

OCTOBER

NOVEMBER

DECEMBER

JANUARY

FEBRUARY

MARCH

APRIL

MAY

JUNE

JULY

AUGUST

SEPTEMBER

MY PROJECT PLANS

You must have a Project Plans page for each project you are enrolled in.

PLANS FOR MY _____ PROJECT

HOW LONG IN 4-H PROGRAM?

HOW LONG IN THIS PROJECT?

SOME OF THE THINGS I PLAN TO LEARN THIS YEAR. (fill this out at the beginning of the year)

HOW I EXPECT TO LEARN THESE THINGS. (may be added during the year)

PROJECTS OR ACTIVITIES COST MONEY; HOW DO I PLAN TO PAY FOR IT?

AFTER PLANS ARE MADE, PARENTS AND LEADER SIGN HERE.

PARENT

DATE LEADER

DATE

SUPPLEMENTAL INFORMATION FOR MY _____ PROJECT

This page is for letters, pictures, newspaper clippings, etc., related to this project only - no ribbons. All items must be captioned and dated. Maximum of two pages front and back.

MY ACTIVITIES

Some activities may fall under more than one category, but list each activity only once. Write N/A if not applicable, **do not leave blank.**

4-H CONTEST

List 4-H contest you entered including those listed in Fair Premium Book (fashion Revue, Bread Baking, Quiz Bowl Fit & Show, Ed Poster, etc.)

Date	Contest Entered	Location/Award

4-H PUBLIC PRESENTATIONS

DEMONSTRATIONS-ILLUSTRATED TALKS

List 4-H Demonstrations or Illustrated Talks you did in your club, County Public Presentation Contest, County/State Fair, or in front of other groups.

Date	Title Of Presentation	Where: Club/County/State	Award

4-H JUDGING CONTEST

Record any 4-H judging activities or contest

Date	Kind of Judging	Where: Club/County/State	Award

4-H PROMOTION AND EDUCATION

List things you did to promote the 4-H program, such as recruiting or educating the public about 4-H, promo display, parades.

Date	What I did	Where

OTHER 4-H EVENTS

Club, County, District, State 4-H events. For example, Fund Raising. Achievement Night, Rally Night, Super Saturday, Tours, Camps, Teen Activities.

Date	Event

4-H CLUB OFFICES AND COMMITTEES

List 4-H Offices Held and Committees you served on.

Date	Office or Committee

LEADERSHIP

Club or Community, tell about the things you did that demonstrated leadership like teaching others, leading an activity, setting a good example, etc.

Date	Event	Where

COMMUNITY SERVICE

Any activity or service you did or helped your club do. Include things you did with other groups or on your own.

Date	Activity/Service

NON 4-H CONTESTS

List contests you entered that were not related to 4-H. Does not have to be project related.

Date	Contest	Where	Award

COMMUNITY ACTIVITIES

List activities in which you are involved and things you've done in school, church, community, groups/clubs outside 4-H, etc.

Date	What

MY TOP 4-H ACCOMPLISHMENTS

List goals you reached and awards and honors you won.

Date	Accomplishment

CLUB BUSINESS & PROJECT MEETING ATTENDANCE

Month Begin with October	O	N	D	J	F	M	A	M	J	J	A	S
Number of meetings held (determined by leader)												
Number you Went to:												

SUPPLEMENTAL INFORMATION FOR MY 4-H STORY

This section is for items related to your club, community and school activities. It may contain pictures, news clippings, or letters. Do not include ribbons. It should supplement what was written in your 4-H story. Only put pictures in here about things that are talked about in your 4-H story. All items must be captioned and dated.

SUGGESTIONS FOR YOUR 4-H YEAR

At the beginning of each year, leaders, members and parents should agree on activities that will be used by the club.

This is a list of suggestions.

1. Attend a certain number of club meetings.
2. Attend a certain number of project meetings.
3. Serve as a committee member and/or officer.
4. Do a public presentation
5. Keep a record book.
6. Learn some new skills and knowledge.
7. Have an exhibit.
8. Work on a community service project.
9. Do leadership activities or help members in your club.
10. Participate in an out-of-club activity such as camp or conference.
1. Be creative. (This is the leader's and member's opportunity to think of other things that could contribute to the 4-H experience.)