

# 4-H RECOGNITION

## RECORD BOOKS

Club leaders should request that members keep a record book of their year's activities. The importance of keeping your record book cannot be stressed enough! A record book is simply a record of your accomplishments for the year. In your record book you are encouraged to include photos, awards, ribbons, certificates, stories, project work, and information from events you attended. This will help you cherish the memories for years to come. Save your record books from year-to-year. This is your permanent 4-H record! Project leaders, group leaders and parents should actively help a child keep his/her record book up to date.

At the beginning of the first year, members should designate a 3-ring notebook that will be kept as long as the member is in 4-H. Members can receive the project record sheets with their project material from their club leader. The basic parts of the 4-H Record Book include:

- 1) Picture and Identification Sheet -- You may choose to make an introductory page that includes your picture, name, age (as of January 1st of the 4-H year, which starts in October), club name, and number of years in 4-H.
- 2) Table of Contents -- You may choose to include a page that lists each section of your record book and the page number it starts on.
- 3) My 4-H Activity Program (MPE-A) -- In this record list activities that you took part in during the year at the local, county, district, state, and national level.
- 4) Supporting Activity Materials -- Include pictures and clippings for every different activity you participated in that is recorded on your 4-H activity program.
- 5) 4-H Member's Project Plan and Evaluation Form (MPE) -- Complete one of these records for each individual project in which you are enrolled. A new form should be filled out for each project every year. A few projects will not use this particular form because they have special record sheets which you should use instead.

Your past records are the basis for filling out ME (member evaluation) forms. Member evaluation forms are used by members 14 and older as a record of their 4-H accomplishments. An ME workshop is held each summer to help members fill out their forms. A sample ME form can be found in Appendix C.