



RECORD BOOK GUIDELINES 2006



RECORD BOOKS ALLOW YOU TO KEEP TRACK OF YOUR LEARNING AND GROWTH. THIS IS A LIFE SKILL YOU WILL ALWAYS USE. REMEMBER TO BE ACCURATE, CLEAR, AND DO YOUR OWN WORK.

GENERAL GUIDELINES

- A. Be neat. Print, write, or type your own Record Book.
- B. Use **tabs** to separate each section of your Record Book.
(See numbers 4-7 below)
- C. Include only information from this year. Old Record Book sheets should be kept for reference when applying for trips or awards later.
- D. You may use any paper (82 X 11 Maximum) that fits neatly in the binder.
- E. Emphasize goals, learning, and responsibilities.
- F. Do not include bulky items such as ribbons, exhibitor tags, project literature, or program booklets.
- G. Record Books should be entirely the work of the member.
- H. Most importantly, HAVE FUN with the Book as it is your way to share and remember your experiences of 4-H this year.

Follow the numbers listed below when putting the pages "in order" in your Record Book.

1. RECORD BOOK BINDER (GREEN)

2. PROJECT SUMMARY SHEET

Use one column per year. Include all Projects enrolled. Completed annually.

3. INTRODUCTION

Complete 4-H Introduction Page

4. ACTIVITY PROGRAM FORM

This is a listing of everything you have done during this year in 4-H. Following the Activity Form, include pictures (with the captions), clippings, drawings, and descriptions to show your involvement.

5. PROJECT PLAN AND RECORD (Please use a separate tab labeled for each project)

Complete a Project Sheet for each Project in which you are enrolled including information for every blank on the Form. This includes Projects not exhibited at Fair. Write a goal or description of what you hope to learn. Include accurate financial information, if applicable, estimating the cost of items found in your home. Describe your major accomplishments and disappointments. Photos, newspaper clippings, or other information describing your involvement add to your Record Book.

6. MY 4-H STORY

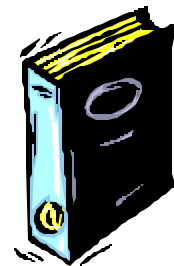
This is a summary of your year's experience highlighting your activities and projects at the club, county, and state level. Be sure to describe your successes and challenges.

7. PARENT & PROJECT LEADER COMMENT PAGE

Ask your Project Leaders and parents to write a brief comment about your growth.

8. 4-H RECORD BOOK SEALS PAGE

Keep in your Record Book each year.



Remember!

All members are required to complete a Record Book!

In order to be eligible for a county award, a member must have completed the Record Book, exhibited at the County Fair in the Project being considered for an award, and participated in two club and two county programs/activities.

2006 INDIVIDUAL 4-H PROJECT SHEETS

The following Projects will have individual Project Sheets. NOTE: All other Projects will use one standardized form, "MPE Project Plan and Record Sheet." 10/03

Aerospace '03	Clothing '03	Electricity'03	Horseless Horse '03	Music '03	Swine '03
Air Rifle or .22 '05	Clowning '03	Exploring '03	Houseplants '03	Pets '03	Theatre Arts (Drama) '03
Archery '05	Crocheting '03	Fishing '03	Knitting '03	Photography '03	Vegetable Gardening '03
Arts '03	Crops '04	Flower Gardening '03	Llama '03	Poultry '03	Wildlife Ecology '05
Beef '03	Dairy '03	Foods '03	* Market Beef '05	Rabbit '03	Woodworking '03
Cake Decorating '03	Goat '03	Food Preservation '03	* Market Sheep '06	Scrapbooking '05	Woolspinning '03
Cat '03	Dog '03	Home Environment '03	* Market Swine '05	Sheep '03	Youth Leadership '05
Child Development '03	Dogless Dog '03	Horse '03	Model Horse '03	Shotgun '05	

There is a Cloverbud Record Sheet and 4-H Story

*There are separate Record Sheets for breeding animals and market animals for beef, sheep, and swine. All market animal Record Sheets will be distributed at weigh-in.

COUNTY 4-H PROJECT AWARD SCORE SHEET

YES _____ **NO** _____

Name _____ **Project** _____ **Grade** _____

Records need to be filled out completely to be considered for a county project award.
This includes meeting attendance, financial records, experiences, etc. _____ Yes _____ No, Not Eligible

Comments:

Exhibited at Co. Fair _____ Yes _____ No, Not Eligible

PRESENTATION OF WORK: Maximum 1 point

Record Keeping form is neat and easy to read _____ Yes (1) _____ No (0)

GOALS: Maximum 2 points

Clearly stated what you wanted to learn..... _____ Yes (1-2) _____ No (0)

Total _____

EXPERIENCES: Maximum 11 points

Attended project meetings (club or county) _____ Yes (1-2) _____ No (0)

Attended county/state workshops/activities _____ Yes (1-2) _____ No (0)

Learned new skills _____ Yes (1-2) _____ No (0)

Gave a demonstration or illustrated talk..... _____ Yes (1-2) _____ No (0)

Included photos, clippings or drawings to show project work..... _____ Yes (1-2) _____ No (0)

Attended non 4-H workshop/activity (Project Related) _____ Yes (1) _____ No (0)

Total _____

ACCOMPLISHMENTS: Maximum 5 points

Met your goals _____ Yes (1-2) _____ No (0)

Project(s) were challenging for number of years in project _____ Yes (1-2) _____ No (0)

Special awards in project _____ Yes (1) _____ No (0)

Total _____

LEADERSHIP PROJECT RELATED: Maximum 6 points

(Encouraged for 3rd - 6th grade)

(Required for 7th - 13th grade & for youth who have been in 4-H for 2 years or more)

Self- directed project – applied acquired skills..... _____ Yes (1-2) _____ No (0)

Youth leader in project (level of involvement)..... _____ Yes (1-2) _____ No (0)

Taught hands-on activity at Action Center or Open House,
Project Meeting/camp (related to the project), etc. _____ Yes (1-2) _____ No (0)

Total _____

LEADERSHIP NON-PROJECT RELATED: Maximum 2 points

(Encouraged; but optional)

Other leadership experiences at club, county, and state level..... _____ Yes (1-2) _____ No (0)

Total _____

Comments:

GRAND TOTAL _____

3rd and 6th grade – Minimum of 12 points to be considered for County Project Award (27 points maximum).
7th grade and up – Minimum of 15 points to be considered for County Project Award (27 points maximum).