

RECORD BOOK INFORMATION

Why Do A Record Book?

4-H Record Books will help you keep track of the achievements and activities that you participated in throughout your 4-H career. The records are necessary to fill out applications for awards, trips, scholarships, and resumes. The information will help you put into writing your accomplishments, recording your growth and development in 4-H.

What Does A Record Book Need To Have & In What Order?

1. Front & Back Cover - filled out and up to date.
2. Portage County 4-H Member Permanent Record Sheet - September 15 to September 15 of the current year.
3. Youth Leadership Project Sheet - suggested one picture or sketching per article or item. Place form right after Activity Sheets and Pictures. **Youth must be enrolled in the 4-H Youth Leadership Project** but they do not need to be a Youth Leader in the project where they are applying for an award.
4. Cover Sheet (optional) - Picture of youth (optional but nice), name, age, club, or whatever the youth wants to include about themselves. Should be placed after the Portage County 4-H Member Permanent Record Sheets.
5. Table of Contents (optional) - can be simple with just projects and year listed across from project – don't need page numbers.
6. 4-H Activity Sheet - September 15 to September 15 of the current year.
7. Activity Pictures* & Newspaper Clippings - place following activity sheet. One picture per activity recommended (not more than 2 per activity). Newspaper clippings should pertain to activity.
8. Project Sheets - every project must have at least one project sheet per project enrolled in (ex. Photography project sheet). Some project sheets require one side per exhibit item, like the PR-Home Form (ex., put one project item on front page & a second project item on the back page. Use other pages for additional project items).
9. Project Pictures* & Newspaper Clippings - place following project sheet. One picture per project recommended (not more than 2 per project). Newspaper clippings should pertain to project.
10. Market Animal Sheet (optional) - can be a supplement to project sheet, not in place of sheet.
11. No loose papers.
12. Record Books may be either typed or handwritten, but must be your own work.

*Pictures:

Pictures are great if built into a little story to help explain your project work. However, remember, too many pictures make a photo album not a Record Book (one picture recommended - not more than two). Use pictures only about you and your project.

If You Are the Club Secretary, What Does Your Secretary's Book Need?

Attendance Record Sheet; Officer Summary Sheet; Calendar; Minutes (in order); Evaluation Form; Financial Sheet (optional).

What Is NOT Needed For Records:

1. No ribbons, letters, certificates, program booklets, score sheets, etc . . . are to be put in your Record Book. These items belong only in a scrapbook for your memories!
2. Last year's records are **not needed** and **will not** be considered. They may be left in the record book or taken out at the discretion of the youth.
3. Newspaper clippings **not** related to project/activity.
3. Do **not** include any other project books or literature in the Record Book.
4. Do **not** include Exploring Posters.

RECORD BOOK CHECK OFF

These things should be in record book in this order.

- _____ 1. Front & Back Cover - filled out and up to date.
- _____ 2. Portage County 4-H Member Permanent Record Sheet - September 15 to September 15 of the current year.
- _____ 3. Youth Leadership Project Sheet - suggested one picture or sketching per article or item. Place form right after Activity Sheets and Pictures. Do not need to be a Youth Leader in project where they are applying for an award but ***must be enrolled in the 4-H Youth Leadership Project.***
- _____ 4. Cover Sheet (optional) - Picture of youth (optional but nice), name, age, club, or whatever the youth wants to include about themselves. Should be placed after the Portage county 4-H Member Permanent Record Sheets.
- _____ 5. Table of Contents (optional) - can be simple with just projects and year listed across from project – don't need page numbers.
- _____ 6. 4-H Activity Sheet - September 15 to September 15 of the current year.
- _____ 7. Activity Pictures & Newspaper Clippings - place following activity sheet. One picture per activity recommended (not more than 2 per activity). Newspaper clippings should pertain to activity.
- _____ 8. Project Sheets - some project sheets require one side per project item, like the PR-Home Form (ex., put pillow made on front page & drawing on back page).
- _____ 9. Project Pictures & Newspaper Clippings - place following project sheet. One picture per project recommended (not more than 2 per project). Newspaper clippings should pertain to project.
- _____ 10. Market Animal Sheet - can be a supplement to project sheet - not in place of sheet.
- _____ 11. No loose papers.
- _____ 12. Record Books may be either typed or handwritten, but must be your own work.

_____ Youth is enrolled in Youth Leadership Project if nominated for special county award.

_____ No more than 2 pictures per project/activity - one is best.

_____ Newspaper articles pertain to project/activity

_____ Nomination Form completed and signed and attached to youth record book.

For Club Secretary Books:

Attendance Record Sheet, Officer Summary Sheet, Calendar, Minutes (in order), Evaluation Form, Financial Sheet (optional). Attach Nomination Form. ***Can only receive award once.***