

**Crawford County**  
**4-H Record Book Index Sheet**  
**PLEASE READ CAREFULLY! – Updated February 2014**

**Overview**

Record books should be something that each 4-H member will want to fill out and keep. Record books show the skills they have learned, accomplishments made in projects, and the activities they have participated in for the year. All record books must be completed by the 4-H member, this will allow each member to develop many skills and show their unique personality.

**Guidelines**

Listed below are the forms and the minimum information that is expected in a 4-H Record Book. The forms are listed in the order they should appear in the record book. A member may and is encouraged to add more than what is required. Prefabricated Record Book Forms are available from your club leader or the Extension Office. Members can choose to create their own forms as long as the required information is included and legible. Members need to use a 3-ring binder that is either 1" or 1 ½ " thick. Members may decorate the binder and use dividers to separate sections and projects. All information should be for the current 4-H year, except for history pages, as they are an ongoing record.

**Record Book Form**

**A. My 4-H Record Book**

- Include: Your picture, Name, Age (as of January 1),  
Grade (as of October 1), Number of Years in 4-H, and Name of 4-H Club

**B. Table of Contents**

- List of sections and the page numbers where they are located.
- Pages should be numbered.

**C. 4-H Activity Page**

- Check those activities that you have participated in this year.
- List any additional activities (not listed) that you have participated in this year.

**D. Year in Review**

- Tell us about your year in 4-H. Use any format: story, date-line, journal, etc.
- Include pictures and clipping for the different activities you participated in or recorded on "4-H Activity Page" form.

**E. My Projects**

- List the project areas you carried in 4-H (not your fair items). For instance: foods, photography, dairy, woodworking, etc. Check with your leader or the Extension Office if you are unsure of projects.
- List the project area that you were most active and successful in this year.

## F. Project Page

### Three parts of a good goal:

- Action-how you will do something
- Results-what you are going to do
- Timetable-when you are going to do it

Example: I want to teach my dog to sit and lie down on my command by June 1.

-List 4-H project area name on page. Write about each project on a separate page. You need to write about the projects you would like to be recognized in. For example, if you would like a disc in the clothing project, you need to complete a project page for clothing. Also, please be sure to list the projects you would like to be recognized in on the "My Projects" page.

-List goals to achieve in project area. For instance, what you hope to learn, achieve, or gain from being involved in the project.

-List outcome of project. For instance, what you learned or achieved in the project. Make sure you comment on each goal listed in the goals section, even if you didn't achieve it.

## G. Project in Review

-Tell us about your 4-H project area this year. Use any format: story, date-line, journal, etc.

-Could include pictures and clipping related to the project area. Don't forget to include picture of you working on or with your project.

## H. Financial Page – For all regular members to complete (3<sup>rd</sup> grade and up)

-Should fill out a financial record for at least one of your project areas.

-Records can be as simple as listing equipment, other expenses and income for your project this past year.

-Meat Animal, Dairy, Clothing and Photography have special financial forms you could choose to complete.

## XYZ. Parent and Leaders Comments

-Have your parent or guardian make some comments on your involvement in 4-H

-Filled out by leaders after record book has been completed and reviewed.

## Permanent Forms (GREEN FORMS)

### A. 4-H Project History Page

-Update this page yearly and add additional sheet if needed.

-List the 4-H Project Areas you have been enrolled in over the years.

### B. Club Service History Page

-Update this page yearly and add additional sheets as needed.

-Include club offices, committee work, and community service projects.

### C. Activity History Page

-Update this page yearly and add additional sheets as needed.

-List all county, district, state, and national events you have been involved in 4-H.

**Check with your club leader to see when record books are due.**

**Updated February 2014**