



Folder to hold record book: Two options for record books and both are acceptable. Youth's address is not necessary on either of the cover of the record book options below.

1. Traditional 4-H pronged folders are available at the Extension office for \$3.00 each payable to your county's 4-H Council.
2. Any type of pronged folder or three ring binder that allows for easy turning of pages. Cover is recommended to a solid color with little to no design. Youth should write Name, Club, and County/District on the front of their cover.

Organization: Tabs are appreciated, please do not use protective sleeves, pages should follow the order outlined below.

Check sheets:

Check sheets are county specific and do are not taken into account while judging record books. These check sheets are for youth to think of all the 4-H activities they have participated in throughout the year. It is a tool to help you remember all the events that should also be included in our record book!

It's important to note, if you get a red award sticker on your check sheet that does not mean you have a red ribbon record book! The county specific check sheets are not included in record book judging. For example if health issues kept you from being as active as you would have liked, maybe you get a red sticker due to less participation on your check sheet. However, you still took every opportunity to participate in 4-H food project activities so you have a full record book that will place higher in judging. The sticker on your check sheet does not represent your entire record book! Look for judges' comments for record book feedback.

Record Book:

- Personal Page –
 - Update each year! Don't forget to change how many years you've been in 4-H
 - Update with a current picture
 - Tip: fill out like a resume, list all projects in alphabetical order
- 4-H Story

****We understand section 8 of the new forms, project reflection, is similar to your 4-H story. Wildcat District encourages you to use bullet points in the project reflection section to highlight certain aspects of your project to the judges as your record book draws to a close. For 2020, section 8 reflection does not replace your 4-H story. (Juniors answer the questions in the reflection section and use the questions/answers to write your 4-H story.)**

Your story is your opportunity to let the judge get to know you personally and your 4-H project. The idea is to make it fun, interesting, surprising or informative. Your introduction should make the reader want to delve further into your 4-H story. The body of the 4-H story should focus on activities and learning in the specific award project area. It's okay to give a brief overview of other projects and 4-H events later in the story. The 4-H story is a time to expand on what you learned and how you shared your project with others.

- 8 ½ x 11 inch white paper.
- Max 6 double-spaced pages (Seniors be to competitive should longer than one page)
- Print on one side of page only
- Margins: Top, Right Side & Bottom: 1 inches Left: 1 ½ inch
- Easily legible, no smaller than 10 point font and double spaced
- Use proper grammar, paragraph styling, punctuation, and spelling o Use action verbs to accurately describe what you have done. Did you “help” or did you “plan and conduct?” Some words to consider are: Assisted, Directed, Maintained, Presented, Constructed, Explained, Managed, Revised, Coordinated, Initiated, Organized, Selected, Developed, Learned, Planned
- Do not use plastic sleeves
- Consider the content ideas below:
 - Highlights of the year (more than just awards and ribbons)
 - Did you have a project disaster? If so, tell what it taught you
 - Did you achieve a long term goal?
 - Did you learn something new? Be specific
 - Did you solve a project problem?
 - People who have helped you be successful in this project.
 - What have others done for you and with you in your 4-H project?
 - Don't forget to consider your future when writing your 4-H Story. Will you take this project again? Why or why not? Has this project affected your career dreams? What did you learn that has helped you in everyday life?

These are just some sample questions. Focus on what you want to share about your project and what the reader needs to know in order to distinguish your record book from all others. The 4-H story should focus on one project. It is acceptable to include general information about other projects later in the story. A conclusion isn't always necessary but it lets you wrap up your story neatly. It is here you can stress what makes your book stand out above the rest.

- 4-H Permanent Record
 - Meant to accumulate from year to year
 - Serves as a long-term record that will be a good resource for scholarship applications in the future

- 4-H Project Record

*Word documents are not available for 2020 from the state. If you need more space in any section please insert additional sheets of paper behind the appropriate section in your book.

- Area specific, see list of projects on record keeping website (i.e. canning and foods fall under the same, foods & nutrition project book.)
- Be sure to print the new forms off our website
- Be sure to do your club talks, presentations to groups, project meetings, etc. for the record book you want to turn in so it is more competitive. (Youth are not required to turn in a record book for every project). If you are using the projects sheets for your own personal records to track income, expenses, and participation fill out one for every project and understand the comments judges leave are just encouraging you to be more competitive with your record book.
- GOALS should be detailed
 - Example. “I want to learn to show better” vs “**I want to learn to recognize my calf’s best features and learn how to set him up to show those off in front of the judge.**”
 - Example: “I want to learn more about cooking” vs “**I want to learn more about baking decorative cakes and how prepare them to travel long distances safely to be displayed.**”
 - Example: “I want to win grand champion” vs “**I want to attend project meetings and work with older members to learn the skills needed to win grand champion**”
- INCOME/EXPENSES
 - We understand many 4-H supplies (fabric, flour, livestock, feed) are supplied by parents/grandparents. When documenting expenses please list, 2 yards fabric from grandma’s cabinet estimated purchase cost \$7/yard. Or bucket calf from pasture, estimated purchase cost \$250.00.
 - We want youth to understand the overall value of their projects and what it really takes to fund the project so they understand what is profitable, why it’s ok to still do some things but it’s a hobby not a career, and what can become a business/extra source of income.
 - Income – **Livestock** don’t forget, ribbon money, premium money, \$/lb for product, or babies sold from herd. Document if you kept a female back to breed and the estimated value and/or if taking a beef to the family freezer what the selling value would have been.

Inside exhibits- don’t forget ribbon money, food sale, price of practice meals to feed family, value of items retained or given as gifts (pillows, arts and crafts, canning, etc).

- Photographs

- New record book forms have different photo requirements for each age division.
- All photos should have a descriptive caption

- My horse Ricky vs. My horse Ricky at the district horse show where we qualified for state in Western Pleasure.
- Do not put photographs in a protective sleeves
- Photos should be project specific – not of 4-H camp, club days, etc. unless you were giving a talk on the project/it relates the project you are doing your book on.
- Photos can be printed from a store or on regular paper/cardstock. Photos cannot be hinged.
- TIP: Photos should document all aspects of the project (start to finish) not just fair pictures

Achievement Pin Applications

(Separate from record book but turned in at same time)

Achievement pins are meant to be filled out each year by the 4-H member. Similar to the check sheet that some counties have at the beginning of the record book the achievement pin application documents your achievements from the year. Each year the requirements increase as you get more active as a 4-H member. Pin applications can be found on the website. One application per year. Please do not fill out duplicates. If you meet all the requirements, pins will be awarded at your county's annual banquet.

These pins are a great way to document your 4-H growth!