Summary of Record Book Information

- When record books are handed in, they should be arranged in the following order:

1. **Achievement Pin Application** - (If you are applying for one.)

2. **Excellence in Project Achievement Award Application(s)** - (If you are applying for any.)

3. **Personal Page**—Should be current year's Personal Page; be sure to include a picture of yourself.

4. **4-H Story**—Not to exceed six pages, double-spaced on one side. Younger 4-H'ers can write on the back of your Personal Page and continue on white paper. Older members should write their story on white paper and place it behind their Personal Page.

5. **Permanent Record**—A well completed Permanent Record should reflect growth of the project. Size of the project does not mean exhibits at the fair, it means number of animals, articles made, pictures taken, books read, etc.

6. **Photographs**—A maximum of three pages of pictures on one side only. Photography project members may have an additional 10 pages of photos that they have taken placed with their photography record. Captions for each photograph improve the quality of your record book.

6. **Current year's project sheets**—Only include current year's records. Pictures should only be added to project records if the record requires them and then only include the amount asked for. Take other years out and put in a safe place.

DIVIDERS: Use tab dividers to make projects easy to find.

**Things to Remember:**
- Your records are the only impression of you the judge has.
- Tell everything about your project—don’t take anything for granted.
- Be neat.
- Be accurate.
- Be sure to get all signatures. If you don’t have a project leader, your parents may sign as your leader.
- Fill in the blanks—even if it is with none or N/A.
- Add another page if you need more room on Permanent Record. Extra pages can be copied or picked up at the Extension Office.
- Be sure to always fill out your own book.
- Do not include newspaper clippings, ribbons, awards or things like this in your record book. These go in a scrapbook or shoebox.
Pencil, pen, or type? Whatever the 4-H’er feels comfortable with as long as the 4-H’er completes their own records. Be consistent with whatever you do. If you print or write, use blue or black ink, or type, try to do the same for all of your records.

4-H Story:

Your 4-H story is an important part of your records. It should focus on how the total 4-H year impacted you and your family. Tell about experiences you have had this 4-H year; good and bad and what these experiences meant to you. Do not just tell what ribbons or awards you received. You can include these, but talk about your experiences, growth, and development.

The following outline may help you in developing your story. **Do not use** numbers or asterisks to outline your story when writing it.

- **Introduction:** Include your age, interests, parents, brother and sisters, where you live, where you go to school, and for first year members why you joined 4-H.

- **Project Information:** Tell about your projects -- things you learned, whether your project grew in size and scope, successes and failures, experiences and 4-H events participated in i.e. 4-H Club Days, Livestock Judging, Spring Livestock Shows, etc. Can also tell if you served as any officers on the club or county level, or other leadership roles, and other 4-H events participated in.

- **Future plans:** Tell how you have benefited from 4-H participation and what are some future plans you have.

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Other Awards - Outstanding 1st year member, Jr and Sr Achievement

- Outstanding 1st year boy and girl. For 1st year members. Outstanding boy and girl selected for achievement, involvement and participation in all projects.

- Jr Achievement -- For members age 13 and under a boy and girl selected for outstanding achievement, participation, leadership and citizenship in all projects.

- Sr Achievement -- For members age 14 and older a boy and girl selected for outstanding achievement, participation, leadership and citizenship in all projects.
Officer Notebooks

- **Secretary**
  - Original Notes Taken
  - Minutes of Meeting
  - List of Members/Roll Call
  - List of Committees
  - List of Leaders

- **Treasurer**
  - Monthly Record of Club Finances
  - Club Budget
  - Yearly Summary of Club Finances
  - Monthly Bank Statements
  - Receipts

- **Reporter**
  - Monthly Meeting Reports
    - Include what you wrote for the paper
    - Include original article that appeared in the paper.
  - Other stories written

- **Historian**