



Winnebago County 4-H Traditional Record Book Guidelines



OBJECTIVE: Completing the 4-H Record Book helps you to set goals for the upcoming 4-H year, organize information, evaluate the work of a project, assess personal and economic worth of 4-H, realize accomplishments over one or more years, get written comments from parents and/or leaders about 4-H work.

Organize your Traditional Record Book in the order listed below:

- 😊★1. **GREEN RECORD BOOK COVER:** A new cover is available each year so current year information may be kept together. Complete front and back cover information. It is recommended to include your entire project history.
- 😊★2. **TABLE OF CONTENTS:** List Project(s) by order in Record Book for current year
- 😊★3. **MY 4-H STORY:** Include ideas about:
 - a. Memorable things that happen in 4-H;
 - b. Things you learned and how you will apply them
 - c. What you most enjoyed in 4-H
 - d. What 4-H means to you
 - e. Experiences at club meetings, community service, project experience, events, fair, etc.
- 😊★4. **MY 4-H GOALS:** Fill out the "PLANNED" column of this form at the beginning of the 4-H year. The "COMPLETED" column should be checked at the end of the 4-H year.
- ★5. **MEMBER PROJECT PAGES:** One form is filled out for each project you choose to highlight in your record book.
****Youth do NOT need to complete more than 5 project sections for their record book unless they choose to do so.**
 - a. Remember: a "project" is an overall area of interest you signed up for at the beginning of the year vs. an "exhibit" which is what you actually took to the fair.
 - b. Complete the "PLAN TO" column of the project record at the beginning of the year, and the "WHEN DONE" column at the end of the 4-H year. All sections must be filled out.
- ★6. **PARENT/GUARDIAN COMMENTS**
- ★7. **ORGANIZATION/PROJECT/YOUTH LEADER(S) COMMENTS**
- ★8. **IF SOMETHING DOES NOT APPLY TO YOUR PROJECT, INDICATE "N/A"** (Not Applicable) in each space that does not apply. Not applicable means that the section does not apply to the work you did in your project. N/A is not to be used as an excuse to not fill out the section. The Record Book will not be considered for an Outstanding Record Book if there are blank spaces on your sheets.
9. **OPTIONAL ITEMS THAT CAN BE INCLUDED TO ENHANCE YOUR RECORD BOOK BUT ARE NOT REQUIRED INCLUDE:** Judging comment sheets, photos, drawings, ribbons, newspaper clippings, project literature, event programs, barn cards, and decorations.
- ★10. **NEATNESS IS A MUST!!!**

😊 To receive credit for completing your Traditional Record Book, you must complete 1, 2, 3 & 4 from above.

★ To be considered for an Outstanding Traditional Record Book award, you must complete 1,2,3,4,5,6,7,8 & 10