



Winnebago County 4-H Traditional Record Book Club Reading Checklist



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. What you plan to do in this project
 - b. What you did
 - c. Skills learned / improved
 - d. What helped you
 - e. Exhibits in this project
 - f. Animal records (if applicable)
 - g. Expenses
 - h. How was the project worthwhile to you

Projects
 3 = All elements included
 (animal records may not apply)
 2= Missing 1 element
 1 = Missing more than 1 elements
 0 = Only including 1 element

Scoring

Cover Page:
 3 = Name, club and grade included
 0 = Name, club or grade is missing

Table of Contents
 3 = All projects in record book included
 0 = Missing any projects included in record book

My 4-H Story
 3 = All elements included (a-e)
 2 = Missing 2 elements
 1 = Missing 3-4 elements
 0 = Only including 1 element

Goals
 3 = Goals & dates are clearly & richly defined
 2 = Goals & dates are simply stated
 1 = Goals are not clear or some dates are missing
 0 = Goals are missing

Projects



- _____ 6. PARENT/GUARDIAN COMMENTS
- _____ 7. ORGANIZATION/PROJECT/YOUTH LEADER(S) COMMENTS
- _____ 8. 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.
- _____ 9. NEATNESS IS A MUST!!!
- _____ 10. Grammar & Spelling

Outstanding Traditional Record Book award, you must complete 1,2,3,4,5,6,7,9 & 10

Member's Name: _____ Grade _____

Comments:

Record Book Reader: _____ Date: _____

Parent / Guardian Comments
 3 = Comments included
 0 = No comments

Org/Project/Leader Comments
 3 = Comments included
 0 = No comments

Optional – BONUS ITEMS
 3 = neatly arranged & relevance explained
 2 = neatly arranged & orderly
 1 = included
 0 = none found

Organization & Neatness
 3 = Organized according to requirements and flows nicely
 2 = Slightly out of order but still flows well
 1 = Multiple elements out of order but can still follow
 0 = Very out of order, hard to follow

Grammar and Spelling
 3 = No errors
 2 = Minimal errors
 1 = Multiple errors
 0 = Excessive errors

Total Score: _____