



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. **OFFICIAL RECORD BOOK COVER WITH PROJECT LISTING:** A new cover is available each year so current year information may be kept together. Complete front and back side of cover information. It is recommended to include your entire project history throughout your 4-H career.
 2. **TABLE OF CONTENTS:** List Project(s) by order in Record Book for current year
 3. **MY 4-H STORY:** SPECIFICALLY include this info:
 - 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 "Plan to Do" column of this form at the beginning of the 4-H year. Fill out the "Date Completed" column when goal is completed or 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 a project page for all the projects you signed up for.**
 - 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. Be sure to complete all the sections of the project pages.
 - c.
 6. **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.
 7. **PARENT/GUARDIAN COMMENTS**
Be sure to remember to ask your parent/guardian to complete this!
 8. **ORGANIZATION/PROJECT/YOUTH LEADER(S) COMMENTS**
Be sure to give your leader enough time to complete the comments section. Don't wait until the last minute!
 9. **OPTIONAL ITEMS THAT CAN BE INCLUDED TO ENHANCE YOUR RECORD BOOK. These are not required. Points will not be assigned for this section.** Include items such as: judging comment sheets, photos, drawings, ribbons, newspaper clippings, project literature, event programs, barn cards, and decorations.
 10. **ORGANIZATION & NEATNESS IS A MUST!!!**
Typing is preferred but not required. Keep in mind spelling, grammar and neat penmanship. Be sure the sections of your record book align with the table of contents.
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