

TIPS FOR RECORD BOOK SUCCESS

- Each and every Meadowlark District 4-H Member is asked to complete a 4-H Record book as part of their annual 4-H enrollment requirements.
- Typing should not have preference over neatly hand-written records. Records that are legible with work done by the 4-H member is the most important aspect.
- Records should be kept together in a Record Book into the future for consideration of scholarships, Key Award, personal reference and/or resume information.
- **Plain white** or lined notebook (8-1/2 X 11) paper may be used for stories and photo pages.
- **Members are strongly encouraged to work on records throughout the year as they do their project work. This makes it a much more manageable task to complete!!!**

What is included in the 4-H Record Book?

Tab page dividers and other organizational items are recommended for each section below.

Record Book Order

1. Achievement Pin application (*currently working towards*)
2. 4-H Personal Page
3. General, overall 4-H story (*Used for Rookie & Top Record Book Awards*)
4. General, non-project 4-H pictures may follow story, no more than 3 pages, max of 6 photos per page
5. Current project record reports for this 4-H year (One for **EACH** project)
 - *Project record report for appropriate age, which includes: Project records, reflection and photos
 - *Age levels (as of Jan 1 current year): Junior: 7-9, Intermediate: 10-13, Senior: 14-18
6. Kansas 4-H Permanent Record
7. Previous years records (*Not submitted for judging, but kept in the record book at home*)

What is submitted for Records Judging at the end of the year?

4-H members will submit to their Community Club Leader, by the local deadline, in a 3-ring binder.

CURRENT YEAR - Achievement pin application (*if applying for a pin*), Personal Page, General Story/Photos, Project Reports & Permanent Record.

Achievement Pin Application <http://www.kansas4-h.org/resources/4-h-library/awards-and-recognition/member-achievement-award.html>

- Application should be filled out as completely as possible
- Must be signed by the 4-Her & parent/guardian
- Leader will sign if youth did the work to be deserving of the pin
- Make sure you keep this in front of the personal page the year it was earned

4-H Personal Page http://www.meadowlark.k-state.edu/4-h/project_records.html

- Should include a head and shoulder picture of member, such as a school picture.
- Projects should be listed in alphabetical order.
- Include the necessary signatures - yours, your parent, and your leader.

4-H General Story - Overall Yearly Summary

USED FOR TOP RECORD BOOK/ROOKIE AWARDS

- The 4-H story can be hand written if you are a younger member - BE NEAT!
- The 4-H story should be like the final chapter of a book; tie the year together, summarize, and highlight important things learned and accomplished.
- The 4-H story should not exceed 6 pages, double spaced, on one side of the paper.
- Focus on 4-H work, but can discuss how your 4-H work carried over into other parts of your life. Give an introduction of yourself, family, school and community involvement.
- Discuss goals set, offices/committees, learning, presentations, leadership, citizenship, successes and challenges within the 4-H year.
- Should be more than a fair ribbon placing report.
- A catchy opening, detailed body and strong conclusion are important.

General 4-H Photos

- General 4-H photos may follow the 4-H story, but no more than three pages of photos showing youth action and participation, with captions; showing learning, leadership and citizenship.
- Photos should show work that is NOT related to 4-H Projects. This can include club activities, community service, ceremonies and other **non-project** specific 4-H work.

Project Record Report Form http://www.meadowlark.k-state.edu/4-h/project_records.html

- Separate, approved record report will be used for each project in which you are enrolled (*not one per exhibit or animal, etc...*).
- Some projects have multiple project phases; you must summarize all work in each phase into one project area. (*IE: Breeding Beef and Market Beef is just Beef*)
- Not every section of the record sheet may apply to your project work, that's OK! Simply put a "N/A" in sections that you do not use or do not apply.
- Signatures of Member, Parent/Guardian & Club Leader must be on the front page of EACH report.

Examples: Fiber Arts: not a Quilting or Knitting or Weaving record. Youth may enter a quilt, knitted item and weaving exhibit at the fair, but do (1) Fiber Arts record report.

OR

Poultry: Youth may have 30 birds in a flock, some laying hens, some show bantams, some meat birds. Complete (1) Poultry record report for all types of birds.

OR

Shooting Sports: Youth enrolled in Small Bore Rifle, Shotgun, Muzzle Loading and Archery disciplines; complete (1) Shooting Sports record report.

Project Reflection

- A project reflection allows you to share more about what you did and learned within the project.
- Focuses on project work in one project, for one year. Includes 4-H and non-4-H PROJECT work.
- Follow the page number requirements based upon the appropriate age of the 4-H member.

Project Specific Photos

- Pictures should be secured on pages provided in Records Report - 6 photos/ page max.
- Each picture should have a caption describing what is taking place in the photo.
- Follow the page number requirements based upon the appropriate age of the 4-H member.

Permanent Record http://www.meadowlark.k-state.edu/4-h/project_records.html

- Detailed document listing everything done by the member. Don't forget, to include non-4-H too!
- Record all exhibits, offices held, events attended, and other participation for the 4-H year.
- If additional space is needed, please add a new page for the section needed. Newest information pages should be kept on top (in front) of older information. Only current year information/pages submitted for judging.

Things to NOT include in your record book

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|---------------------------|--|--|
| ➤ Plastic Page Protectors | ➤ Project Manuals | ➤ Receipts (<i>feed, vaccinations, kits, supplies</i>) |
| ➤ Ribbons | ➤ Newspaper clippings | ➤ Pre-entry forms |
| ➤ Recipe cards | ➤ Show order sheets | ➤ Premium statement |
| ➤ Fair stall card | ➤ Educational information | ➤ Greeting cards/thank-you notes |
| ➤ Score cards | ➤ Fair entry cards | ➤ Anything that would go into a scrapbook |
| ➤ Weigh in cards | ➤ Fair judging forms | |
| ➤ Registration papers | <i>(blueprints or plans, cost per wear, space tech summary, etc)</i> | |
| ➤ Business cards | | |

REMEMBER!!!: FORM-FILLABLE, Word and PDF approved documents can be found at: www.meadowlark.k-state.edu/4-h/project_records.html Please use ONLY the forms off this website!

(Jan, 2021)