

RECORD BOOK CHECK OFF

Why Do A Record Book? 4-H Record Books will help you keep track of the achievements and activities that you participate in throughout your 4-H career. The information on the project record sheets may be used to fill out applications for awards, trips, scholarships, and resumes. The information will help you put into writing your accomplishments, recording your growth and development in 4-H.

The following items may be included in the Record Book IN THIS ORDER:

- _____ 1. **Front & Back Cover** - filled out and up to date.
- _____ 2. **Portage County 4-H Member Permanent Record Sheets** - Completed each September 15 through September 14 of the current year.
- _____ 3. **Cover Sheet (optional)** - Picture of youth (optional but nice), name, age, club, or whatever the youth wants to include about themselves. Should be placed after the Portage County 4-H Member Permanent Record Sheets.
- _____ 4. **Table of Contents (optional)** - Can be simple with just projects and year listed across from project – page numbers are not needed.
- _____ 5. **4-H Activity Sheet** - September 15 to September 14 of the current year.
- _____ 6. **Activity Pictures* & Newspaper Clippings** - Place following activity sheet. One picture per activity recommended (not more than 2 per activity). Newspaper clippings should pertain to activity.
- _____ 7. **Youth Leadership Project Sheet** - Suggested one picture or sketching per article or item. Place form right after Activity Sheets and Pictures. ***When applying for a SPECIAL COUNTY AWARD, member must be enrolled in the 4-H Youth Leadership Project, but does not need to be a Youth Leader in the project for which they are applying for an award.***
- _____ 8. **Project Sheets** – Member must have at least one project sheet for each project they are enrolled in. Some project sheets have room for two projects, one on the front and one on the back, like the PR-Home Form (ex., put pillow made on front page and drawing on back page).
- _____ 9. **Project Pictures & Newspaper Clippings** - Place following project sheet. One picture per project recommended (not more than 2 per project). Newspaper clippings should pertain to project.
- _____ 10. **Market Animal Sheet** - Can be a supplement to project sheet - not in place of sheet.

(More on Back →)

- _____ 11. **No loose papers.**
- _____ 12. **Record Books may be either typed or handwritten,** but must be your own work.

***Pictures:** Pictures are great if built into a little story to help explain your project work. However, too many pictures make a photo album not a Record Book (one picture recommended - not more than two). Use pictures only about you and your project.

What Is NOT Needed In Record Book:

1. **No** ribbons, letters, certificates, program booklets, score sheets, etc . . . are to be put in your Record Book. These items belong in a scrapbook for your memories!
2. Last year's records are **not needed** and **will not** be considered. They may be left in the record book or taken out at the discretion of the youth.
3. Newspaper clippings **not** related to project/activity.
3. Do **not** include any other project books or literature in the Record Book.
4. Do **not** include Exploring Posters.