Traditional 4-H Record Book Instructions

Each 4-H member in Columbia County 4-H is encouraged to complete a 4-H Record Book to showcase their project development throughout the year. If the 4-H member chooses the Traditional 4-H Record Book, he/she must complete all record book forms detailed below. Records may be typed, written or completed on a computer, and may have different colors of ink. If a 4-H member needs special accommodations when completing the 4-H record book, parents please note this under parent comments. Finally, when assembling the "traditional" 4-H record book, please follow the general instructions detailed here.

General Instructions

➢ After you have completed all of your 4-H record book forms, put them in the order listed below. You may want to include divider pages between each project; however, they are not required.

➢ When your book is in order, number each page.

➢ Now write a Table of Contents using the order listed below.

1. Binder & Record Book Cover (with photo of member)

• Use a **purchased 3 ring binder**, complete the Record Book Cover page, being sure to include youth photo, and then place in the front of your binder *(may go in the front pocket).*

• Put your name on the spine of the binder.

2. Table of Contents

• On this page, list each section of your record book, and the page number it starts on.

3. 4-H Activity Record

• Do not alter event categories; list additional activities at the bottom.

• Your 4-H Activity Record should indicate what 4-H activities you have participated in other than your project activities, unless otherwise noted.

• Project related activities *(Clothing Revue, Foods Activity Day, Cupcake Wars, etc.)* should be listed in your project report, **not** under club, county or state activities.

• Leadership Section: Youth Leader roles may be placed both in the activity section and in your project record.

4. Supporting Activity Materials

• You may include pictures or clippings from the activities you participate in that are recorded on you 4-H activity record.

• You may include programs, ribbons, certificates or other scrapbook materials.

5. 4-H Record for _____ Project

- Be sure to have your project leader sign the goal section. If you do not have a project leader, have your parent or club leader sign.

- Be sure to include activities and learning that helped you work toward accomplishing your goals. Tell what you did, learned, work required, problems encountered, if any, and achievement.

Item 6 must be an illustrated talk or demonstration; not just an oral report. Parent comments are optional.

(A few projects will not use this particular form, since they have specially developed project records, which you will use instead.)

6. Project Expense Record

This is required for all projects, except Cloverbuds. Please list items used even if they were not purchased this year and give an estimated value.

(A few projects will not use this particular form, since they have specially developed financial records, which include a financial page you will use instead.)

7. Support Project Materials

- You **may** include programs, ribbons, certificates or other materials such as photographs or clippings that are related to your project. Remember – these do not stand-alone and you must write about the activities on your record book sheets.

- *Additional Notes About Order of the TABLE OF CONTENTS: The record book should be arranged in such a manner that the first project should include project record, project expense report or specific financial record and project support materials, then separated by a divider page (optional), followed by the second project record, expense report or specific financial record and support materials, etc.*

8. Things to Check (√)

- ☐ *Did you complete all four pages of the 4-H Activity Record?*
- ☐ *Did you complete a project record and project expense record for each project?*
- ☐ *Are signatures complete on each project record form?*
- ☐ *Did you complete a Table of Contents?*
- ☐ *Did you put the pages in proper order?*