

# 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 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 your 4-H activity record.
- You may include programs, ribbons, certificates or other scrapbook materials.
- You may include the 4-H portfolio, but it does not replace the activity record.

## 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?