4-H Record Book
Index/Guidelines

Order of Contents:

1.   Index/Guidelines (this sheet)

2.   My 4-H Activity Program Plans

3.   Project Record Sheet(s)

3a.   Pictures, newspaper clippings, and other supportive materials pertaining to your
        4-H project(s). (Optional). These must relate directly to your project and they must be
        contained on 2 sheets of paper per project. You can use both sides of the paper. Place
        these directly after the project record sheet they relate to.

4.   My Citizenship/Community Service Sheet. Required for all members.

4a.   Pictures, newspaper clippings, and other supportive materials pertaining to 4-H
        Citizenship/Community Service activities that you have done as a 4-H member.
        (Optional). They must be contained on 3 sheets of paper. You can use both sides of the
        paper. Place this directly after your My Citizenship/Community Service sheet.

5.   Permanent 4-H Record. Please use most current version.

Do Not Include:
Ribbons
Letters
Certificates
Score Sheet   Your Picture
Other Awards   Optional
Exploring Posters
Project Guide Books
Past Year's Records

Objectives - 4-H records are meant to prepare a 4-H member for life as an adult and citizen. Records help you to set goals and evaluate your progress in achieving them.

1. Complete the project record sheet for each project. Those completing an animal project in which both breeding and market animals were raised should include all the information on one project record sheet.

2. The only projects requiring a financial record are the animal projects in which the market animal focus is chosen. These include beef, sheep, swine, poultry and rabbits. A separate market animal financial record is to be completed for each species. Please include information from your Market Animal Summary Sheet from the fair on the Market Animal Financial Record.

3. Dairy and horse project members are to include a lifetime dairy/horse record sheet for each of the project animals that they own or manage.

4. Optional materials (photos, news clippings, etc.) are not necessary for record books, but they are considered when one applies for awards and they enhance your record book.

5. Pictures, newspaper clippings, and other supportive materials must be directly related to you and your involvement in 4-H. Include clippings and other supportive materials (i.e., programs) if you were involved in the event and your name or club name is listed. Underline or highlight your name or your club's name wherever appropriate. Do not include materials that do not pertain to yourself or to 4-H.

6. Place project records in order of projects with most accomplished to projects with least accomplished. If you have additional information for a project, please use a blank sheet of paper to continue the information on rather than another project record sheet.

7. Handwritten records are preferred. It is acceptable to type or computer generate your records; however, the record keeping and completion is to be the work of the member. Do not use any record forms off the Wisconsin 4-H website as all record book forms have been adapted to Waushara County.

8. You may include dividers with tabs in your book if you have a number of records, as it is easier to find certain project materials, but this is optional. Your project record book may be put in a three ring binder provided all pages and both covers are included.

9. You are encouraged to ask your parents and/or leaders to help with your record book, but you should always do the work yourself.

10. Keep your past year's records in a safe place because you may need them as references for older youth award applications. You may wish to create a file or binder and keep your records by year.

11. Failure to follow the order of contents and to use these guidelines as well as to not complete the record sheets could result in your not being considered for a county award.

11/03