

## **RECORD BOOKS:**

### ***Record books can be turned in for completion or competition.***

For a record book to be complete **FOR COMPETITION** it should have the following in the following in order:

1. Cover
2. Member's photo - includes name, club, number of years in 4-H, age
3. Table of Contents
4. Union County 4-H Report Form: Filled out according to participation in 4-H program. Signatures of member, a parent and a leader.
5. Year End Story-should cover all activities in 4-H, projects, community service, everything you did, what you learned etc. Up to four pages, front and back side.
6. Completed Record Sheet for each project--every question blanks must be filled out complete or state none or "does not apply".

All records: All livestock and horse record sheets a separate information sheet will be made available for all livestock projects.

After each project record form, you will have the following:

- a. Project- this form has columns for goals, knowledge and skills and accomplishments for this project
- b. Participation in Project Activities – for this particular project
7. Project photos after each record form - up to three pages' front and back-caption the photos
8. Newspaper clippings - up to three pages' front and back, may be shingled.
9. General photos - not project pictures - examples: club picnic, district contest activities, tours, hamburger fry, community service, etc. caption each photo Up to three pages' front and back.

All record sheets must meet the minimum requirements as stated in each project book to be considered for the competition. **IF ANY PORTION** of the record book is late to your organizational leader it **WILL** be considered incomplete and you will not complete for the year.

**Novice** members MUST handwrite all of their book including dividing sheets. **Junior and Senior** members may either write their books, type them or do them on the computer.

Signatures -- all record sheets requiring signatures are to be properly signed

## **FOR COMPLETION Record book ONLY:**

The following must be completed: **A, B, C, D** to be considered complete.

**All forms Must be Hand Written in order to be complete if we receive a typed book you will be considered **INCOMPLETE!!!****

### **A summary of the way your RECORD BOOK needs to be put together:**

- A. 1<sup>st</sup>-3<sup>rd</sup> year members need a 3 ring binder.
  - a. 4<sup>th</sup> year members and up will receive a green hard cover from the Extension Office

B. Photo Page- with name, age, years in 4-H, 4-H year, and 4-H club you are in.

C. Union County Report Form

- D. 4-H Story- **Must be at least 1 single page, single spaced and hand written.**

All projects MUST be discussed in the year end story.

The story should talk about their whole 4-H year - projects, community service, leadership, banquet, club and county responsibilities, fun events, contests everything that happened during the year in 4-H.

What was the most enjoyable thing that happened in their project and/or year and what was the most difficult.

If you have any questions, please call the Extension Office at 374-9361.

