

4-H Project Record Book Guidelines



Parts of a 4-H Project Record Book:

- **My Project Report Form** - choose the correct age level and fill out completely.
- **Project Book/Educational Materials** - a 4-H project/curriculum book is preferred.
- **Photos with Captions** - photos of 4-H project work and participation should be included. Captions should be informative and full sentences that do not begin with “This is me...”.
- **Project Story** - the project story should answer the questions that are mentioned in the Project Story section of the Project Report form (see above) about 4-H project experiences.
- **Additional Materials** - additional photos, news clippings, articles, contest/show score sheets, ribbons, event programs, certificates, and anything else relating to project or club activities can be included.

Why Record Books?

- They are a complete record of the 4-H project.
- Record keeping develops life skills such as organization, time management, communication and self-discipline.
- Record books allow youth to be recognized and awarded for their achievements in their 4-H project, as well as gives them experience relevant to completing job applications.
- Record books help preserve life-long memories of the years in 4-H!

Tips for Completing Record Books:

- Put record books into a binder or folder. Multiple books for the same youth must be in different project areas, but can be put in the same binder. Officer Records (Secretary and Treasurer) count as a Project/curriculum Book.
- Fill in all the blanks. Write in “N/A” if something is “Not Applicable”.
- Pay attention to spelling, grammar and sentence structure. Neatness counts! Age level and 4-H experience are taken into consideration.
- Be Creative! Youth can mount pictures, draw pictures, use colored construction paper, etc.... Youth should make it fun and something that represents them.
- Remember that accomplishments are about setting and fulfilling goals while learning life skills, not just awards won.
- Signatures are Required. Get your Parent, Leader and 4-H Agent’s signatures before the due date.

4-H Club Activity:

Materials: door hanger* or sheet of paper, 5 cut-out shapes** for each 4-Her, glue, markers, decorations.

Step 1: Discuss the 5 parts of the 4-H Project Record book.

Step 2: Have 4-Hers write one part on each of the cut out shapes and glue them to the door hanger (or sheet of paper.)

Step 3: Decorate with markers, paint, glitter, or tissue paper!

* Door hangers available from the 4-H Office.

** Theme the shapes with the season or your club project!

