

# Putting Together Your Record Book

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**2014 4-H SUMMER INTERN**

Updated March 2025

# Why Complete A Record Book?

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- Required to complete a record book each year by 4-H
- Allows member to apply for 4-H trips and scholarships offered by Juneau County
- Enables member to receive project awards at the Recognition Program held in January
- Shows growth of member over the years involved in 4-H

# Record Book Long-Term Uses

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- Helps with application for high school scholarships
- Used in completing job applications
- Practice building an employment portfolio

# Where Can I Find Record Book Pages?

- All pages are links on the Juneau County UW-Extension website
  - <http://juneau.uwex.edu/4-h-youth-development/forms-applications/>
- Choice of format:
  - Member can type on the documents and then print them off before placing them into their record book binder OR member can print off documents and handwrite information before placing them into their record book binder. They are also available as a Google document.
  - Decide what will be easier for member
  - Remember that neatness counts on score sheets for judges

## JUNEAU COUNTY 4-H RECORD BOOK INSTRUCTIONS AND RULES



All Juneau County 4-H members are encouraged to keep a Record Book of activities and projects they have participated in throughout the year. This Record Book helps a member track participation points, qualify for awards, and serves as proof of a member's good standing for trips and scholarships. Record Books are turned in to general leaders where they will be judged on the club and county level. The following instructions and rules were designed to help you develop your Record Book and these rules will be used for judging.

- ☐ Record books begin with a 3-ring binder that is no more than 2" wide and can be any color. This binder will hold Record Book Forms and supporting materials. Use of plastic sheet protectors is encouraged but not required.
- ☐ **NEW FOR 2022:** Ditch the green covers we have traditionally required. They are no longer need to be part your record book. The information they contained is repeated in the other requirements so why duplicate!
- ☐ Forms are found on the Juneau County Extension website under 4-H/Forms and Applications and are available in Microsoft Word or PDF. We are working on getting them into a Google format too and those links will be available on our Juneau County Extension website. <https://juneau.extension.wisc.edu/4-h-youth-development/forms-applications/>
- ☐ Each Record Book needs to include the following Forms in this order:
  - *Table of Contents*
  - *Member Introduction Page*
  - *Activity Summary*
  - *Projects I've Carried*
  - *My 4-H Year in Review*
  - *Project Pages-some projects have specific pages*
  - *Project Photos should follow the project pages they align with (Ex. Cultural Arts photos should follow your Cultural Arts project form)*
  - *Photos of other county/club activities*
- ☐ Forms may be completed in handwriting or typed but they must be your own work. Remember, neatness counts so if you are handwriting, do your best to make sure everyone can read it.
- ☐ Forms are designed so that you can complete them as the year progresses. Complete the top of project forms in the beginning of the year, the middle during the year, and the last questions at the end of the year. Do a rough draft if you want and print clean pages for your final submission.
- ☐ We understand that the "Worth Statement" question on the back of the forms can be hard to complete. It is there to help you reflect on what you learned in 4-H. There are eleven life skills that Wisconsin 4-H recognizes as an educational priority for its members. Try to see if you can incorporate the following life skills into your worth statement:

## JUNEAU COUNTY 4-H RECORD BOOK INSTRUCTIONS AND RULES (Page 2)



*Applying science and technology*  
*Communicating with others*  
*Decision making*  
*Developing self*  
*Leading self and others*  
*Learning to learn*

*Mental and physical health*  
*Planning and organizing*  
*Problem solving*  
*Relating to change*  
*Relating to others*

- ☐ Complete all of the blanks in the forms. If you can't complete a section, explain why. For example, if you had no expenses to record in your expense section, write "No expenses."
- ☐ Let your parents, leaders, and other members help you with proofreading and generating ideas to better explain yourself. It will help you learn to communicate with others better!
- ☐ Feel free to add some creativity to your book. Ribbons, pictures, and programs are allowed. It's your book! Just make sure that you save time to complete the forms!
- ☐ The Record Book Evaluation and Rating Sheet is the official form used to judge each record book. The order of your Record Book should follow the judges sheet:
  - *Table of Contents (this page is your original design and includes page numbers)*
  - *Member Introduction Page*
  - *Activity Summary*
  - *Projects I've Carried*
  - *My 4-H Year in Review*
  - *Project Forms with photos/mementos from that project following its project form*
  - *Photos/mementos from other county/club events you participated in*
- ☐ Do not forget to fill in all signature lines (parent and member signatures).
- ☐ Project Forms do not need to be filled out for every project that a member participates in. However, if a member is applying for a project disk then a project form must be completed for the member to receive a disk in that project area.
- ☐ There is no limit to how much supporting materials (pictures, ribbons, programs, newspaper articles, etc.) can be included just as long as the entire Record Book does not exceed what a 2" binder can reasonably hold.

## JUNEAU COUNTY 4-H RECORD BOOK INSTRUCTIONS AND RULES (Page 3)



- ☐ Remember to request project disk(s) on the member introduction page. Disks can be earned for projects and/or county/state events you have participated in. Disks can only be earned if project forms or supporting event materials are included within the record book.
- ☐ Record books need to be turned into Club General Leaders. Each club can set their own deadline for when record books are due. After books are judged at the club level, top books must be submitted to the UW-Extension Office by **October 15th**.
- ☐ General Leaders: Please remove club judging sheets before submitting Record Books to the Extension office. Only submit quality record books that can compete for top placing on the county level. Incomplete record books will not be considered for top placing.

### QUICK CHECKLIST:

- ✓ **Binder (no larger than 2" width)**
- ✓ **Table of Contents with page numbers**
- ✓ **Member Introduction Page**
- ✓ **Activity Summary Pages**
- ✓ **Projects I've Carried**
- ✓ **My 4-H Year in Review**
- ✓ **Project Forms**
- ✓ **Club Participation**
- ✓ **County Participation**
- ✓ **ALL Signature lines are filled in**
- ✓ **Neatness counts-a lot!**
- ✓ **Turn in to General Leader by club due date**



# Outline of Pages to Include

- Table of Contents
- Member Introduction Page
- Activity Summary
- Projects I Have Carried
- My 4-H Year in Review
- Project Summary Forms
- Photo Pages

- Remember:
  - Cover Page, Activity Summary, and Projects I Have Carried pages should be taken out of your previous year's record book and used again in your new one
  - Continue to add onto these three documents throughout your 4-H career



## Table of Contents

- Make sure to number all pages in book
- Follow order of judging form for order of personal record book
- Table of contents should immediately follow green cover page

### Table of Contents

<u>Description</u>	<u>Page Number</u>
• Member Introduction Page.....	1
• Activity Summary .....	2-5
• Projects I Have Carried.....	6
• My 4-H Year in Review .....	7-8
• Project Forms	
○ Arts and Crafts .....	9-10
○ Photography .....	11-12
○ Youth Leadership .....	13-14
• Photo Page .....	15-25

# Member Introduction Page

- Gives basic information about member
- Easy to use school picture or a picture from a 4-H event in center picture location
- Remember that the member and parent need to sign this page
- Select project awards for county awards night



## Juneau County 4-H MEMBER INTRODUCTION PAGE

Name \_\_\_\_\_ 4-H Year 20\_\_ - 20\_\_  
4-H Club \_\_\_\_\_  
Years in 4-H \_\_\_\_\_ Grade (as of Jan. 1) \_\_\_\_\_ Age (as of Jan 1) \_\_\_\_\_

Place your photo here

I personally certify that this record book is my best effort.

Signature \_\_\_\_\_

Date \_\_\_\_\_

I personally certify that this record book accurately reflects the work of my child.

Signature \_\_\_\_\_


Date \_\_\_\_\_

Member: List which project(s) or activity you want considered for a project disk?

Grades 3-5: List 1 \_\_\_\_\_  
Grades 6-8: List up to 2 projects \_\_\_\_\_  
Grades 9 and over: List up to 3 projects \_\_\_\_\_  
\_\_\_\_\_

# Activity Summary

- Continue to add onto these sheets each year to show individual growth
- Add new year to top of column
- Total points for each page
- Total amount of points designate whether you will receive an award

 **Juniata County 4-H Activity Summary**

Name \_\_\_\_\_ Club \_\_\_\_\_

**Club Participation – 1 point each**

	Year								
1. Club committee (1 point per committee)									
2. Exhibited projects at club meeting									
3. Club safety activity									
4. Club community service									
5. Club health activity									
6. Organized a club activity									
7. Attended club's required % of									
8. Attended club picnic (house (1 pt. ea.))									
9. Attended club parent event									
10. Turned in record book on time									
11. Served as club officer									
12. Taught as youth project leader									
13. Attended 75 percent of project meetings									
14. Gave a club talk or demonstration									
15. Recruited one new club member									
16. Active in club dairy promotion									
17. Active in any other club activity not listed									
<b>Total</b>									

**County Participation – 2 points each**

	Year								
1. County 4-H Speaking Contest									
2. Textile Arts Revue participant									
3. County Demonstration Contest									
4. County Performing Arts Festival									
5. Juniata County Fair exhibitor									
6. 4-H Camp									
7. Foods Revue participant									
8. Taught at any county event									
9. Active in June Dairy Month promotion									
10. Juniata County camp counselor									
11. 4-H Ambassador									
12. Assisted at county fair as superintendent, clerk or other assistant									
13. Visited a school or other meeting to promote 4-H									
14. Gave a radio or TV presentation for 4-H									
15. Completed resume and interviewed for Educational Experience Scholarship									
16. County officer									
17. Shooting Sports competition									
18. Other county activity – list (2 points per activity regardless of number of meetings)									
19. Worked at County Fair 4-H Food Stand									
<b>Total</b>									

**District and State – 3 points each**

	Year								
1. Key Award									
2. Area Animal Science Day participant									
3. Exhibited in any other district event (Elroy Fair, District Show, Hillsboro Fair, etc.) (3 points each)									
4. State Youth Conference delegate									
5. State Fair participation – list activity (3 points each)									
6. State 4-H Horse Expo									
7. State 4-H Dog Show									
8. Other State events – list (3 points each)									
9. Citizenship Washington Focus delegate									

**Regional, National and International – 4 points each**

	Year								
1. Regional Competitions (out of state)									
2. National 4-H Congress									
3. National 4-H Conference									
4. Other National 4-H events									
<b>This Year's Total</b>									
<b>Previous Year's Running Total</b>									
<b>This Year's Total + Previous Year's Running Total = Achievement Award Points</b>									

Achievement Award	Year Received
Bronze (40 – 124 points)	
Silver (125 – 249 points)	
Gold (250 – 374 points)	
Honorary (over 375 points)	

Trips / Conferences / Awards	Year
Explore Wisconsin	
State Youth Conference	
American Spirit Trip	
Citizenship Washington Focus	
National Conference	
National Congress	
Key Award	
Juniata County Youth Volunteer of The Year Award	

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- The diagram consists of a grid with 10 rows and 10 columns. Two orange arrows with black outlines point diagonally upwards from the bottom-left towards the top-right. The top arrow starts at the bottom-left corner and ends at the top-right corner. The bottom arrow starts slightly below and to the left of the top arrow and also points towards the top-right corner. The text 'Total Leadership' is written in a dark red font at the top of the grid, centered over the top two rows.




(Each project should be listed only once)

[illegible]

# My Year in Review

- Focuses on just one year of 4-H activities
- Gives more detail about the activities involved in throughout the year
- Dates to the best of your ability; can even just list the month if unsure of specific date
- Give specific reasons; do not just list the project



**Juneau County 4-H**  
My 4-H Year in Review

Name \_\_\_\_\_ 4-H Year 20\_\_ to 20\_\_

List offices held	4-H Club or Group

List 4-H committees served on	List your responsibilities

4-H Club Activities	Briefly Describe Activity	Date
Demonstration/Talk		
Conservation/Recycling		
Community Service		
Club Educational Experience		
Club Tour/Picnic		
4-H Promotion		
Dairy Promotion		
Other Activities		

County Activities	Briefly Describe Activity	Date
Demonstration/Talk		
Textile Arts Revue		
Foods Revue		
Performing Arts Festival		
4-H Camp		
County Fundraiser		
County Fair		
County Project Meetings		
Other Activities:		

District, State & National	Briefly Describe Activity	Date
Spring Preview Livestock Show		
State Fair Exhibitor		
State Team		
WI Youth Conference		
Citizen Washington Focus		
National Congress		
National Conference		
Other Activities:		

**Please compare your projects**

In which project did you learn the most, positive or negative? Why?
Which project was your favorite? Please explain why.
Which project was your least favorite? Please explain why.



# Specific Project Summary Page

Pages will cater to the specific project and include:

- Arts and Crafts
- Cat
- Dairy
- Dog
- Food and Nutrition
- Horse & Pony
- Livestock
- Photography
- Plant and Soil
- Poultry
- Rabbit
- Woodworking
- All other projects use "General Project Record Book Form



Juneau County 4-H  
Record Book Form



## PHOTOGRAPHY PROJECT FOR 20\_\_

What are two things you would like to learn in this project?

### FINANCIAL AGREEMENT

I have the following financial understanding with my parents for the costs involved in this project.

- ☐ I pay for all expenses
- ☐ My parents pay for all expenses
- ☐ I borrow the money from my parents and pay them back.
- ☐ Other \_\_\_\_\_

(Member's Signature) \_\_\_\_\_

(Parent/Guardian Signature) \_\_\_\_\_

### My camera (or camera used):

Brand Name \_\_\_\_\_ Model \_\_\_\_\_

Film Size \_\_\_\_\_ Serial Number: \_\_\_\_\_

### SKILLS LEARNED

Years in Project: \_\_\_\_\_

Skills	Learned or improved		Skills	Learned or improved	
	This year	Past years		This year	Past years
Loading film			Contrast &/or Color		
Isolating the subject			Developing		
Shutter Position in Picture			Enlarging		
Patterns			Mounting		
Perspective			Cropping		
Texture			Framing		
Natural Light			Photo Story Telling		
Use of Flash			Trick Photography		
Choose film speed			Use of filters		

Describe classes, workshops or learning experiences (inc. help from others).



Juneau County 4-H  
Record Book Form



## ARTS AND CRAFTS PROJECT FOR 20\_\_

What are 2 things you would like to learn in this project?

### FINANCIAL AGREEMENT

I have the following financial understanding with my parents for the costs involved in this project.

- ☐ I pay for all expenses
- ☐ My parents pay for all expenses
- ☐ I borrow the money from my parents and pay them back.
- ☐ Other \_\_\_\_\_

(Member's Signature) \_\_\_\_\_

(Parent/Guardian Signature) \_\_\_\_\_

I primarily use these media(s): \_\_\_\_\_

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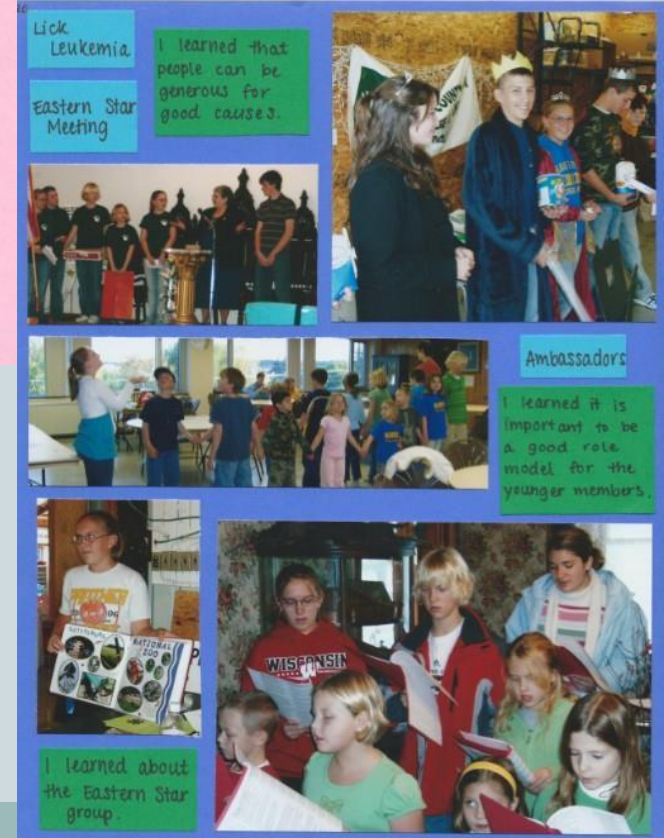
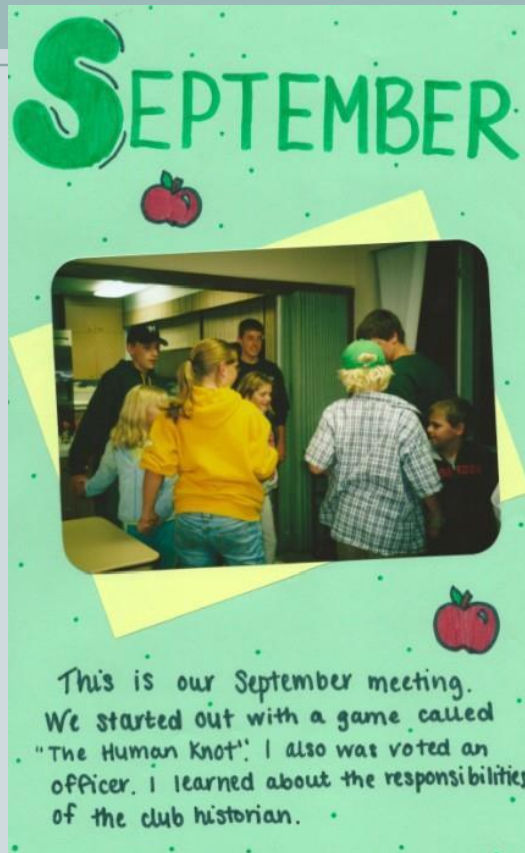
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# Photo Pages

- List what the member learned or “aha” moments as captions for the photos included
- Possible Page Ideas:
  - Club Meetings
  - Fair Events or Projects
  - Community Service
  - Working on Fair Projects
  - Recreation Activities
  - County Events



# Judging Form

- Judges from out of the county score record books for top county awards based on this rubric
- Think about what the judge will be evaluating you on
- Keep in mind that neatness and completeness matters when filling out record book pages

## Record Book Evaluation and Rating Sheet

Member Name: \_\_\_\_\_

Poor	Good	Best	Score	Comments
Table of Contents None, Incomplete 0-1 Points	Complete – but material not correct or neat. 2-3 Points	Complete – Accurate and neat. 4-5 Points		
Member Introduction Page None, Incomplete 0-1 Points	Have one – but no picture. 2-3 Points	Complete – Accurate and neat. 4-5 Points		
Activity Summary Incomplete 0-1 Points	Some club and county activities noted 2-3 Points	Completely filled out for all years in 4-H. 4-5 Points		
Projects I've Carried Incomplete 0-1 Points	Some projects listed 2-3 Points	Completely filled out for all years in 4-H 4-5 Points		
My 4-H Year in Review** <i>This can be this form or as a list of activities on a separate sheet of paper.</i> Incomplete 0-1 Points	Somewhat complete – doesn't show all the activities, demos, and offices. 2-3 Points	Completely filled out for this year –shows member's involvement. 4-5 Points		
<b>Each individual project form should be followed by photos/drawings listed between this gray line and the next gray line:</b>				
Project Forms: Goals(at least two goals) Incomplete-- 0-1 Points	Goals listed but not explained 2-3 Points	Complete--Goals listed and explained 4-5 Points		
Project Forms: Financial Records Missing /Incomplete 0-1 Points	Some financial information provided 2-3 Points	Complete--financial expenses/profit listed. 4-5 Points		
Parent/Guardian Signatures None 0 Points	Some – but not for every financial agreement/ intro page. 1-3 Points	Signed throughout book 4-5 Points		
Project Content Participation Little or No Work 0-1 Points	Some Project Participation 2-3 Points	Very involved in Projects and Exhibits 4-5 Points		
Project Learning Shows little gain of knowledge 0-1 Points	Some New Project Information Gained 2-3 Points	Lots of Knowledge and Application of Project Facts 4-5 Points		

Revised November 5, 2021

Office Use

## Record Book Evaluation and Rating Sheet

Member Name: \_\_\_\_\_

Poor	Good	Best	Score	Comments
Project Worth Members sees little value in this project 0-1 Points	Member sees some value in his/her project work 2-3 Points	Sees great value in this project and would suggest it to a friend 4-5 Points		
Photos or Drawings of Exhibits Few or no exhibits displayed 0-1 Points	Some Project Work and Successes Displayed 2-3 Points	Complete--Accurate and neat. Includes member's exhibits and "Aha" moments. 4-5 Points		
Neatness & Completeness – Based on age of member, Complete sentences. Clean pages, spelling and grammar 0-5 Points	Quite neat, few grammar errors. 6-12 Points	Neat, accurate, quality work for age of member. 13-15 Points		
Activities Additional pages showing participation in monthly meetings, recreation, community service, county events, etc. Incomplete 0-2 Points	Some photos and activities displayed. 3-7 Points	Complete--Photos and captions that explain the member's yearly activities. 8-10 Points		
Overall Presentation, 2" binder Incomplete, quickly finished, binder larger than 2", not in order of evaluation sheet 0-5 Points	Some effort exhibited, some pages not in order of this evaluation sheet 6-12 Points	Creative, colorful and appealing, 2" or smaller binder, book follows order of this evaluation sheet 13-15 Points		

TOTAL: /100

Revised November 5, 2021

# Helpful Hints

- Take pictures throughout the year at 4-H events and fair projects to include in your record book
  - Save your record book from the past year to use as an example to follow
  - Start early in the year by filling out goals and member information, so you are not swamped in the fall
  - Save club or project meeting agendas to remember events
  - Use a binder and three-hole punch to organize record book
- Complete all blanks even if you just write N/A
  - Proofread pages before turning in record book for judging
  - Get creative to show off your style and make your record book stand out from the others
  - Double check that all parent signatures are filled in on forms
  - Record books are usually due to your Club leader September to October each year
    - Check with your 4-H club leader for specific dates