

4-H Record Book Index Sheet

The 4-H member must complete all record book forms. (If a child is a special needs student and needs help completing the record book, please note this under parent comments.) Records may be typed, written or completed on a computer, and may have different colors of ink.

General Instructions

- After you have completed all your record book forms, put them in the order listed here. 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.

1. Binder & Photo ID Page

- Use a **purchased 3 ring binder**, complete the photo ID page and place in the front of your book (*may go in the front pocket of a binder.*)
- 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 Activity Record should indicate what 4-H activities you have participated in other than your project activities, unless otherwise noted.
- Project related activities (*Spring Fashion Show, Foods Activity Day, etc.*) should be listed in your project report, not under club, county or state activities.
- Leadership Section: Junior 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.

5. 4-H Record for _____ Project

(A few projects will not use this particular form, since they have specially developed project records, which you will use instead.)

- 1a. Be sure to have project leader sign the goal section. If you do not have a project leader, have your parent or club leader sign.
- 1b. 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 5 must be an illustrated talk or demonstration; not just an oral report. Parent comments are optional.

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 project 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 related to your project. Remember – these do not stand-alone and you must write about the activities on your record book sheets.
- *The record book should be arranged in such a manner that the first project should include project record, project expense report and project support materials, then separated by a divider page (optional), followed by the second project record, expense report and support materials, etc.*

8. Things to Check (✓)

- Did you complete all three 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?