



# GREEN LAKE COUNTY 4-H RECORD BOOK GUIDELINES



A 4-H Record Book will help you reflect on the knowledge, skills and personal growth you experience in 4-H. The record book is a complete picture of your 4-H year. You will be surprised at how much you accomplish in 4-H! For each 4-H project and activity you participate in at club, county, state, or national level, you will enter it in this 4-H Record Book. If you need help, please ask your General Leader or project leader. At the end of your 4-H year, you will hand this 4-H Record Book in to your Club's General Leader according to your club policy. You will be evaluated on the accuracy and completeness of your Record Book and on your participation in 4-H. The Record Book is part of the achievement requirements in 4-H. Good luck and have a great 4-H year!

## Required Guidelines for your record book to advance to County Level

1. BE ACCURATE and CLEAR.
2. EMPHASIZE goals, learning, and responsibilities.
3. BE NEAT. Print, write, or type your own record book.
4. Record Books should be entirely the work of the 4-H member.
5. Include only information from the current 4-H year. Old record sheets/books should be kept for reference when applying for awards and scholarships. They are also useful when completing your next year's book.
6. DO include photos or drawings of your participation and work on your projects. Photos must be captioned. DO NOT include general items such as ribbons, certificates, project literature, program booklets, club or county newsletters.
7. All sections should be fully completed. Complete all blanks on the record book sheet. If the information does not apply or is not available, insert N/A (not available).
8. Labeled section dividers must be used. Page numbers are optional.
9. Please read the score sheet at the end of your record book packet to check for specifics that the judges are looking for. Have fun with your record book! This will be your way to share and remember this year's 4-H projects and experiences.

## Your 4-H Record Book...

**Must have in this order:** (check each item when completed)

- Record Book Cover/Front
- Introduction Page
- Table of Contents
- Community Service Experiences
- Activities and Awards
- 4-H Activity Summary
- Activity Story on one 4-H activity
- Project Summary
- Project Story on one project
- Financial Record on one project
- 5 and 10 year project award (if applying)
- Parent/Guardian Reflection
- General Leader Reflection
- Scoring Sheet
- County Award Selection and Nomination Sheet