4-H Record Book Completion Checklist /Criteria

Record Book - #91950

Cover Page: Completed, including signatures

Page 3: Project Goal(s) must be completed, including at least 3 “To Do’s” for each goal. {At least 1 goal for juniors; 2 goals for intermediates; 3 goals for seniors}

Page 4: Presentation page should be completed. Amount of content should correlate with age and experience of member.

Page 5: Project Information and Activity Log should include all project meetings, project related activities, and information about exhibit.

Page 7: Expense Record should include all project and exhibit related expenses for the current 4-H year. Should start from the day enrolled in the project.

Page 8: Income Record should include all project and exhibit related incomes for the current 4-H year. Should start from the day enrolled in the project.

Page 9: How Did You Do? Member’s self-evaluation of their goals. Should restate the goal; rate how well they reached it and an explanation of the rating.

Page 11: Photographs are optional; not necessary.

Page 12: 4-H Story should be a project based story. May be 1 to 8 pages long. May follow the suggested story outline or be original. Should provide the reader with insight as to how the project year went.

Additional Pages: Member may attach up to 8 additional pages to their record book. At least one of those pages must be their story. Other pages may be additional records, pictures (not included on page 7) or other project related information. Required inserts do not count against the 8 page limit.

Materials that can not be exhibited are CCS books or Checklists (except leadership and citizenship projects). Information related to these areas should be entered in the project activity log.

See Glossary of Terms for additional definitions.

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