

Sherman County 4-H



Record Book Guidelines



Revised March 2020

TOP TEN RECORD BOOK TIPS & TRICKS

10 Take advantage of “fillable” forms! Almost every form has a fillable version so you can update your records on the computer. This is a great way to keep them looking professional and easily editable.

9 Do not include extras! Stick to the Order of Records in this guide and leave out any extra documents, forms, and awards. These extra pages clutter up your book and create headaches for judges.

8 Use the “Notes” page wisely! This is your opportunity to WOW the judges with a written account of your 4-H year. Write a story that is personal and detailed about an impactful event or experience.

7 Score extra points for Photo page! Take full advantage of extra credit opportunities! One page is allowed for each project area. Photos are optional, however a total of 5 points may be allowed if record book is being decided for champion placing.

6 Attend record book clinics and workshops! Come for a refresher or simply use them as dedicated time to work on your records and get help from the experts. Watch for announcements at least twice each year.

5 Binders and tabs: choose wisely! Use green 4-H Record Book cover for your records and divider tabs that look sharp. Judges look for a professional appearance and not all tabs and binders are created equal!

4 Don’t let your parents help TOO much! Judges will know if you didn’t do your own work. Use your parents for advice and support, but don’t let

them do the typing or decide what to write.

3 Get help from experienced members and leaders! Your best resources are those who know the routine. Ask an older member in your club or a leader for some one-on-one time with your record book.

2 Score your own book before turning it in! Use the official score sheet; if you would dock points in a category, the judge probably will too. Make those corrections or improvements before putting it in the judge’s hands.

1 Don’t procrastinate, keep records current! Record books can become a nightmare if you wait until the last minute. Keep them up to date throughout the year so they’re ready to go when the submission deadline approaches

WHY RECORD BOOKS?

Yes, up to date record books are required for all members wishing to participate in county fair, but they are important and beneficial for so many reasons beyond the requirement! Record books teach members valuable, lifelong skills in record keeping, accounting, reporting, and written communication. Record books also provide an invaluable personal history and memory book to look back on for years into the future. Record keeping is a fundamental part of a member's 4-H experience, so you are encouraged to please, EMBRACE YOUR RECORD BOOK!

ASSEMBLING YOUR BOOK

Order of Records

1. Cover
2. Identification Page
3. My 4-H Resume
4. My 4-H Notes
5. Project Records and Advancements
6. Photos
7. Previous Project Records

Cover

- Assemble your book in the green "4-H Member's Record Folder" (available at the Extension Office).
- The member's name should be very clearly written on the front cover.
- The appearance should be neat, clean, and professional. Extra points are not given for creativity.

Divider Tabs

- Use a divider for each section and neatly label tabs on each divider.
- If labels in your tabs are removable, secure them with tape so they don't fall out.
- Tabs should have the following labels:
 - My 4-H Resume
 - My 4-H Notes
 - _____ Records and Advancements (Use a divider between each project. Tabs will read "Photography Records" and "Rabbit Records," for example)
 - Photos & Clippings
 - Previous Years Records

SECTION BY SECTION

Identification Page

- This page identifies the member, division, grade completed, year in 4-H, projects, clubs and leader's signature. This page will be replaced each year.
- List each project area on a separate line and indicate the club name and the year (1,2,3, etc.) for each project. The leader's signature indicates that the record is complete and accurate to the best of their knowledge.

My 4-H Resume

- This is your permanent record and should include all projects for all years you are in 4-H. Do not start a new one each year.
- Seniors in their final 4-H years who have been using the old version, "Permanent Record," are not required to transfer everything to "My 4-H Resume." Points will not be deducted for those who decide to continue with their original "Permanent Record."
- Read the instructions for each section very carefully, they will answer most of your questions about what goes where.
- Follow the provided examples. Format your entries the same as the examples and use them to help decide what type of items to include in the section.
- Enter each event, activity, or award only once. Decide which section they fit in best.
- Remember, quality over quantity! Do not list items just to fill space. It's better to have a few high value experiences listed than many entries with very little value.

My 4-H Notes

- Use this page to tell the “story” of your 4-H year.
- Writing this story should be one of the last things you do before submitting your book for judging in order to capture a complete picture of your experience for the year.
- You can write about one very in-depth, significant event that took place, or give an overview of everything that happened throughout the year.
- Reflect and communicate things like challenges, successes, new experiences, future goals, and gratitude.
- Judges want to learn about things other than your contests and awards. Use this opportunity to tell them what they wouldn’t already find out through your records.
- Disregard the form’s instruction to include pictures. Your pictures will be placed in a separate section.

Project Records

- If you participate in multiple project areas, include a record for each and separate them with dividers.
- See the Sherman County 4-H website for the forms you need for each project.
- Most project records require review and a signature by your leader. Don’t forget this important step before submitting your book for the contest.
- Make sure project records are as complete as possible without blank sections.
- Double check your calculations for accuracy.
- Production records, if applicable, should be placed behind the Animal Science Record.
- Feed and Growth Records and Advancements, they should be inserted behind the corresponding project records.
- Advancements are available for the following project areas:
 - Meat Animal (sheep, beef, swine)
 - Meat Goat
 - Horse
 - Poultry & Pigeon
 - Food & Nutrition
 - Clothing
 - Horticulture
 - Shooting Sports

Photos

- Include no more than 1 page of photos per project.
- Only include photos from the current 4-H year.
- All photos should be securely attached to the page. Plastic page covers may be used.
- Photos should be on a standard 8 ½ x 11" sheet of paper.
- Include captions and dates for each photo.

Previous Years' Records

- Include previous years' project records.
- Do not include previous years' photo pages. Project records only.
- Put them in the same order as your current year's records.

Records Required for Individual Categories

FOOD PREPARATION PROJECTS

4-H Resume, 4-H Story, 4-H Foods Record, 4-H Foods Advancement Record

FOOD PRESERVATION

4-H Resume, 4-H Story, 4-H Food Preservation Record

CLOTHING PROJECTS

4-H Resume, 4-H Story, 4-H Clothing Record, 4-H Clothing Advancement Record

FIBER ARTS

4-H Resume, 4-H Story, 4-H _____ Record

PHOTOGRAPHY

4-H Resume, 4-H Story, 4-H Photography Record

HORTICULTURE

4-H Resume, 4-H Story, 4-H Horticulture Record, 4-H Horticultural Advancement Guide

MARKET ANIMALS

4-H Resume, 4-H Story, 4-H Animal Science Record (need one for all market animals, per species exhibited at Fair*), Feed and Growth Record, 4-H Animal Science Advancement

POULTRY

4-H Resume, 4-H Story, 4-H Animal Science Record (need one for all market animals, per species exhibited at Fair*), Feed and Growth Record, 4-H Poultry and Pigeon Advancement

RABBIT

4-H Resume, 4-H Story, 4-H Animal Science Record, 4-H Rabbit Advancement

CAVY

4-H Resume, 4-H Story, 4-H Animal Science Record, 4-H Cavy Advancement

BREEDING ANIMALS

4-H Resume, 4-H Story, 4-H Animal Science Record, 4-H Breeding records – appropriate for project, 4-H Animal Science Advancement

HORSE

4-H Resume, 4-H Story, 4-H Horse Record, 4-H Horse Advancement Program

*If you are taking breeding AND market animals, you need an animal science record for the market animals, and another one for the breeding animals.

4-H Sherman County Record Book Score Sheet

4-H Member's Name _____

Division _____ Year in 4-H _____

Projects _____

General – 15 points

_____ Flat, clean, well-secured folder (3)

_____ Identification page completely filled out and signed by leader (3)

_____ Legibility and neatness (2)

_____ Spelling (5)

_____ Labeled dividers between designated sections (2)

Completeness – 70 points

_____ Permanent record (28)

_____ Story (21)

_____ Project records should include Project Records, Feed & Growth, Advancements (21)

_____ Photo pages (0) optional unless being considered in champion judging (see below)

Accuracy of Information – 15 points

First Year Members:

_____ Current (up to date submitted, complete & accurate, columns totaled) (10)

_____ Assembled in correct order (5)

All other Members:

_____ Current (up to date submitted, complete & accurate, columns totaled) (5)

_____ Previous year's records completed after county & state fair (5)

_____ Assembled in correct order (5)

_____ Total Points

+ _____ (possible 5 points for photos if being considered for champion placing)

Judges' Comments...

90-100

Blue

70-89

Red

69-Below

White