



Record Book Guidelines

**Klamath County
4-H
Youth Development Program**



Revised September 2016

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. **Create a 4-H dairy or story that follows the directions on the “My 4-H Notes” page.**

7 Score extra points for Feed & Growth OR Advancements! Take full advantage of extra credit opportunities! Including Feed & Growth Records **or** your Advancement Programs will boost your score.

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! Select a binder that’s the right size for your records and divider tabs that look sharp. Judges look for a professional appearance **and neatness.**

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 an experienced 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. Furthermore, members who keep record books are eligible for 4-H scholarships, travel opportunities, leadership positions, and awards at the county, state, and national levels. 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. Table of Contents
2. My 4-H Resume
3. My 4-H Notes
4. Current Project Records
5. Advancements
6. Photos & Clippings
7. Previous Years' Project Records

Cover

- Record books can be kept in a 3-ring binder or in the green "4-H Member's Record Folder" (available for purchase at the Extension Office). Remember they get big after many years so a binder may be more useful.
- The member's name and club name should be very clearly written, or typed, on the front cover.
- The appearance should be neat, clean, and professional. Extra points are not given for creativity.
- Binders should be large enough to contain all records and pages should turn easily.

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.
- Do not use a divider before the Table of Contents.
- Tabs should have the following labels:
 - My 4-H Resume
 - My 4-H Notes
 - _____ Records (Use a divider between each project. Tabs will read "Photography Records" and "Rabbit Records," for example.)
 - Advancements
 - Photos & Clippings
 - Previous Years' Project Records - include a tab for each year.

SECTION BY SECTION

Table of Contents

- The Table of Contents should match your tabs exactly.
- The Table of Contents should appear neat and professional without graphics or distracting fonts and colors.

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 if hand written, but a typed copy can be reprinted 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.

- Most items should only be entered once; however, some things may be listed twice.
- 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 for your 4-H diary or story. READ the questions asked in the directions.
- 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 people who have helped you or those you have helped.
- 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 projects areas, include a record for each and separate them with dividers.
- See the Klamath 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 and double check your calculations for accuracy..
- Production records, if applicable, should be placed behind the Animal Science Record.
- Feed and Growth Records are not required, but highly recommended and earn extra points, for all market animal projects. They should be inserted behind the corresponding project records.

Advancements

- Advancements are not required, but highly recommended. Extra points will be given for demonstrated progress in Advancement Programs.

- Members with multiple Advancements should include them all together in this section of the book.
- Advancement certificates should be placed behind Advancement Programs.
- Advancements are available for the following project areas:
 - Meat Animal (sheep, beef, swine)
 - Meat Goat
 - Horse
 - Dairy Animal
 - Pygmy Goat
 - Cavy
 - Poultry & Pigeon
 - Rabbit
 - Dog
 - Food & Nutrition
 - Clothing
 - Horticulture
 - Shooting Sports

Photos & Clippings

- Include no more than 2 pages, **front and back**, of photos and newspaper clippings.
- Only include photos and clippings from the current 4-H year.
- All photos and clippings should be securely attached to the page. Plastic page covers may be used.
- Photos and clippings should be on a standard 8 ½ x 11" sheet of paper.
- Include captions for each photo.

Previous Years' Records

- Include ALL previous years' project records **and label each year**.
- **You may or may not** include previous years' photo pages.
- Put them in the same order as your current year's records.