This is included with the score sheet when the record book is being judged. These are common errors that are made. Please use it to double check your work before turning in your record book.

Helpful Hints for Next Year

If checked, please focus on that area.

4-H Notes/Story

_____ Proper writing structure is a plus.

_____ Watch for spelling and paragraphs.

_____ Tell about your project and what you did with your club.

_____ Write about other things you are involved in such as school and sports. What else do you like to
do? What do you hope to do next year?

_____ Signing it is great too.

Section 1: 4-H Involvement Summary

_____ List all clubs/groups you are in each year.

_____ Try to list clubs in the same order each year.

_____ List the year, grade, and number in club only once, i.e. 2017-18

_____ List Leader9s)

_____ List meetings held and how many you attended for the whole year.

_____ Using a pencil is best.

Section 2: 4-H Project/Program Summary

_____ List all projects/programs on this page.

_____ Include the record book as a project, i.e..: 1 book

_____ Show total size or scope of projects by number of animals owned/leased, dishes prepared, meals served, articles
made, etc. (not just county fair exhibits).

Section 3: Participation in 4-H Activities/Events

_____ Include training activities, workshops, clinics, field trips, special club/program activities, 4-H camps, Summer
Conference, fundraising and other events.

_____ Show where you participated.

_____ Indicate things learned.

_____ Do not include competitive events.

Section 4: Participation in Other Community Activities/Events

_____ Include your participation in sports, band/choir, school clubs, drama, Scouts, camps, church and other
organizations.

_____ Tell what you did and the time you spent.

_____ Check all locations that apply.

_____ Include any jobs that you have had.

Section 5: Leadership in 4-H

_____ List all leadership roles that you have had.

_____ Describe what responsibilities these entail.

_____ Include such things as club officer, camp counselor, junior leader jobs, junior superintendent, organizing a clinic,
etc.

_____ List hours spent and number of people reached.

Section 6: Leadership in Other Organizations

_____ List all leadership roles you have outside of 4-H.

_____ Describe what responsibilities these entail.

_____ List hours spent and number of people reached.

Section 7: Citizenship/Community Service Participation

_____ List 4-H related activities that contributed to the welfare of your club/community.

_____ Be specific about what you actually did.

_____ List hours served and number of people reached.

Section 8: Other Citizenship/Community Service Participation

_____ List activities you did outside of 4-H that contributed to the welfare of your community.

_____ Do not include anything you were paid to do.

_____ List hours served and number of people reached.

Section 9: Communications in 4-H

_____ Include presentations, public speeches, impromptu speeches, camp skits, educational displays, newspaper articles, radio spots, posters, etc. that are done in or about 4-H.

_____ List location.

_____ List size of audience.

Section 10: Communications in Other Organizations

_____ List all types of communication not related to 4-H.

_____ List locations.

_____ List size of audience.

Section 11: Participation in 4-H Contests/Competitions

_____ List all contests/competitions you entered in 4-H.

_____ Include a brief description of the class name.

_____ Only list ribbon(s) received or placings.

_____ Championships and other special awards should be listed in Section 13.

Section 12: Participation in Other Contests/ Competitions

_____ List all contests/competitions you entered outside of 4-H.

_____ List recognition received (if any).

Section 13: 4-H Recognition

_____ List important 4-H recognition (awards, championships, medallions, scholarships, advancement completion certificates, etc.)

_____ Do not include ribbons listed in Section 11.

Section 14: Other Recognition

_____ List important recognition given by groups other than 4-H.

_____ Do no list awards listed in Section 12.

Advancements

_____ Try to do 3 items within 1 step each year to show you are progressing through your project.

Project Records

_____ Include date project started and closed.

_____ Fill out all information at the top of each sheet completely.

_____ Complete the record completely.

_____ Total all columns.

_____ Current record only, previous year records go in the back of your record book.

_____ Project books do not go in the record book.

_____ List what you plan to learn and what you want to do next year.

_____ List what you did with your club this year.

_____ Close out last year's records.

_____ Have your leader sign off on your completed project record.

Animal Science Record

_____ Include date started and date ended.

_____ Fill out all information at the top of each sheet completely.

_____ List all expenses for your animal(s) including enrollment fees, animals, and feed purchased throughout the year.

_____ List all income received from your project.

_____ List the total of your check that you received under income.

_____ List any inventory that you have on hand at the beginning of the year.

_____ Carry the ending value from the previous year to the beginning value of the current year.

_____ At the end of the year, carry down the items that were purchased through the year that would be inventory (show stick, fitting chute, waterers, feed pans, etc.)

_____ List beginning value and ending value. As a rule of thumb, depreciate your inventory by 3% each year. For example: Beg. Value =$20.00; end value: $20.00 x 0.03=$0.60; therefore $20.00-$0.60=$19.40.

_____ Enter the type of feed across the top and how much you feed EACH month down the left side. Break it down by month, not just bulk of feed.

_____ Be sure to fill out the income page of the Animal Science record.

_____ Separate market price and above market price under "Income from Sales of Animals".

_____ Feed/Growth totals should equal the totals on the Animal Science record.

_____ Feed/Growth record: show the end result as a profit or loss. Loss is shown with a negative sign or brackets, i.e.: -$35.00 or <$35.00>.

_____ Total all columns on each page.

Other:

_____ Last year's 4-H Story does not belong in the record book. Take it out.

_____ Last year's project record only in the past year's records.

_____ Mark level on the title page (i.e.: Jr., Int., Sr.)

_____ **PLEASE FOLLOW WHEELER COUNTY 4-H RECORD BOOK GUIDELINES.**