

What Should My Record Book Look Like?

You will need:

1. A 3 ring binder or Member's Record binder
2. A Kentucky Junior 4-H Achievement Report – completed (7 pages)
3. A completed record book in your project area. Check with your local Cooperative Extension Office, Club Leader or 4-H agent.
4. Pictures with captions – no more than 3* pages (they are not required, but definitely lend credibility to your project work. **YOU DO NOT LOSE POINTS IF YOU DO NOT HAVE PICTURES!**) * **Photography Record Books may have up to 10 one-sided pages.**
5. Compile your records in the order above. (2-4)

Tips:

→MAKE SURE IT IS NEAT and CLEAN.

→USE CORRECT SPELLING AND GRAMMAR.

→MAKE SURE IT IS IN LOGICAL ORDER. (See above)

→MAKE A DRAFT OR WORKSHEET COPY FIRST of your 4-H Achievement Report. This will help you get all information together and organized. THEN RE-WRITE (neatly and in black ink) or TYPE ONTO YOUR FINAL DRAFT.

→Use plastic sheet covers for your pages. This is not necessary, but makes a nice finished product.

→If you have a home computer, you may recreate Section I through VI in your computer and type your information on each page.

→In Sections I through IV, it is easy to read and judges do not have to search for information if you list your roles/activities chronologically, i.e., in order of the years they were completed.

EXAMPLE:

Section III – Experiences in 4-H

2001	Participated in overnight Environmental Camp at North Central 4-H Camp, Carlisle, Kentucky
June 2001	Participated in 4-H Summer Camp at North Central 4-H Camp
2002-2003	Member of Southern Elementary 4 th Grade School Club
Spring 2002	Sewing Project
June 2002	4-H exhibitor, Scott County Fair
2003-2004	Member of Northern Elementary 5 th Grade School Club
2004	Vice President, Rabbit Club

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→**AND ALWAYS...**

If you have questions, call your 4-H agent at 863-0984 and we will set up a time to meet and help you out.

→Sections V & VI, should be one page only. Section V – your 4-H project story- should be about the project which you have presented in the record book, nothing else. Example, if you are in Goat and Photography and this is in your Goat record book, your project story should be about your goat project only. In Section VI – your Overall 4-H Story – should include all your 4-H activities, such as goat, photography, participation in “What is 4-H” night, fair activities, speech contest, etc. What ever you have done in 4-H , but again, one page only. You may have to get creative with the font size of your type to get it all on one page if you have been particularly active!

→**AND ALWAYS...**

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Created by Sharon P. Flynt, Agent for 4-H Youth Development, Scott County