

# Record Book Guidelines

Record books are always due to your 4-H Club Leader. He/She/they will look them over and let you know of discrepancies before the record books are judged. Record books are due to the Extension Office the last Friday in September. Leaders are responsible for turning all of the member's record books into the Extension Office after they have reviewed them for completeness.

Record books should be arranged in the following order:

1. Any 4-H award application forms (i.e. Outstanding 4-Her, Livestock Feeders, etc.) included on the inside cover
2. 4-H Member's Annual Report
3. Accumulative Record for Youth-In-Action Activities and All Other Project Areas
4. 4-H Year In Review (cloverbuds and beginners only) or 4-H Story (juniors and seniors)
5. Photos
6. Clippings

## 4-H Member's Annual Report

- A new Annual Report is required each year.
- Annual Reports must be filled out as completely as possible.

## Accumulative Records

- An Accumulative Record form is available for Public Presentations, Judging, Special Foods, Fashion Revue, Showmanship, and each project area.
- The same forms are to be used year after year, and should be placed directly behind the Annual Report in your book. When one page is filled, a new one should be started. Both the new and old forms will be kept together.
- If participation in a project area lapsed a year, leave it behind in the previous year. Only the current years reports are needed.

## 4-H Year in Review/4-H Story

- Use lined or unlined standard 8.5 x 11 paper. Your story may be typed or handwritten, but should be neat and legible with correct spelling and grammar.
- Cloverbuds and Beginners should use the 4-H Year In Review for their story.
- Juniors and Seniors should submit a written story outlining the following:
  - Local 4-H Club's activities and member's participation
  - Problems or challenges you encountered in 4-H the past year
  - Successes in 4-H the past year
  - Completion of Goals and learning experiences or what they learned about themselves through 4-H
  - Plans for the next 4-H year

## Pictures

- Attach pictures flat to the front side only of a standard 8.5 x 11 paper

- Pictures should pertain to your 4-H projects and activities. Pictures should pertain to the entire 4-H year, not just County Fair.
- Identify pictures with a short caption or explanation.

### **Clippings**

- Attach clippings to a standard 8.5 x 11 paper
- Clipping should be relevant and pertain to your 4-H activities or your club activities
- Club meeting reports or typed meeting reports (optional)
- Underline or highlight your name if it appears in the article
- Photocopies or articles printed from a website are acceptable
- Photocopies can also be made at the Extension Office if families do not receive a specific paper

### **Overall Report Summary**

- A 4-H Record Book Cover should be used
- Record Book should be arranged in the correct order
- Book and reports should be kept neat
- Personal growth and individual participation should be shown throughout the book

### **General Guidelines**

All sections of your 4-H Record Book must be completed before it will be considered for judging and completion of your 4-H year. An incomplete 4-H Record Book, no 4-H Record Book or a Record Book turned in after the deadline will result in forfeiture of all county-level awards, such as the Outstanding Graduating Member Award, Outstanding Member Awards, Record Book Cash Awards, the Perseverance Award, the Yankton County Livestock Feeders Senior 4-H Award, and docked a ribbon placing. A Record Book is considered complete if:

1. The Record Book contains all of the appropriate record keeping forms discussed above (Annual Report, Accumulative Records, 4-H Year in Review/4-H Story, Pictures, Clippings)
2. The Record Book contains the records of all 4-H years (the current year plus all past years).
3. A legitimate attempt has been made to provide all data and answer all questions.
4. The questions are answered in an age-appropriate manner. It is expected that older 4-H members would answer questions in a more detailed, in-depth and thoughtful manner than younger members.