WASHINGTON COUNTY
4-H RECORD BOOK GUIDE SHEET
Juniors (8-10) and Intermediate (11-13) 4-H Members
(as of January 1, 2009)

Record books, a report and summary of a 4-H member's project work, are the basis for determining Washington County recognition awards. This, along with the learning of basic record- keeping skills, is why 4-H'ers are encouraged to complete a 4-H Record Book.

General Record Book Information:

- Submit records for a one year period - January 1st through December 31st.
- Completed record books are a requirement in order to exhibit at the Washington County Ag Expo & Fair.
- A first year 4-H member that has not ever competed in the Washington County Ag Expo & Fair is required to submit the following record books sections; Title Page, Summary Record, and 4-H Story.
- Use a standard green 4-H Record Book Cover. These covers are available at the 4-H Office for $2.50. Member's name, address, club, county, and state should be written legibly on the cover.
- All information should be printed neatly in black or blue ink or typed throughout the book.
- Check all records for completeness and accuracy.

Record Book Assembly:

The complete 4-H Record Book must include-

1. Individual Title Page
    a. Full Name
    b. Age
    c. Address, City, State, Zip Code
    d. County
    e. State
    f. 4-H Clubs (list primary club first)
    g. Picture of 4-H'er
2. 4-H Summary Record
3. 4-H Story

    Juniors: 1-2 pages double spaced, 12 point font, 1 inch margins
    Intermediate: 2-3 pages double spaced, 12 point font, 1 inch margins
4. 4-H Project Record Sheets
    - Each project must be done on a separate project record sheet
    - A completed project is one where you have completely filled out the record sheet, exhibited the project, and given a demonstration.

- May include up to 2 pages of project pictures behind project record form
- A labeled tab is needed for each project. For example: Photography, Foods & Nutrition), Horse – Buttercup, Breeding Sheep)

Types of Records:

- General Record (Projects not related to livestock i.e. Food & Nutrition, Photography, Horticulture, etc.
- Livestock Breeding Record
- Market Livestock Record
- Horse & Pony Record

5. Supplemental Record Book Sections

You may **choose** to include the following items as well in your 4-H Record Book to give a more complete picture of your 4-H work. These aspects include:

- **Project Pictures** - pictures of you working with your project/projects throughout the current year. You may include up to three pages of project pictures with captions that help describe what is happening in the pictures. Pictures can be mounted with cement glue with three to six pictures per page.

- **4-H News Clippings** - these news clippings would highlight your activities and achievements in 4-H throughout the year. It could be a picture and/or article where your name is mentioned. Underline your name. (Include news clippings from the current year only.)

- **4-H Letters** - letters written to you thanking and/or congratulating you for a job well done in 4-H. You may either layer your letters on a sheet of white paper or include up to three letters as single entries in your book.

If you **choose** to include these sections, they may be added after your project record sheets and should be as neat as possible.

6. Labeled Dividers
   - Title Page
   - 4-H Story
   - 4-H Summary Record
   - 4-H Project Records (a tab or divider is needed for each project. Examples: Photography, Foods & Nutrition, Horse – Buttercup, Breeding Sheep)

Please remember, recognition awards are based on completed projects. A completed project is one where you have completely filled out the record sheet, exhibited the project, and given a demonstration.

Revised 9/2009

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