

# 4-H Record Book Quick Tips All Year



1. Keep notes about activities throughout the year.
2. Using the new 4-H Member Handbook can be helpful--ask your Club Leader for more information.
3. For income and expenses, set up a folder for receipts and income, then pull that info out for Record Book Time.



## Order of the Record Book

1. **Cover**--4-H Record Book Cover OR sturdy green folder.
2. **Biography Page**--4-H Member's Name, Address, Club, 4-H Age, Current Photo.
3. **Table of Contents**
4. **Project Summary for the Year**
5. **4-H Story**--what you did, learned and achieved in 4-H.
6. **Project Record** for EACH Project--NOTE there are **SPECIFIC** Project Record Sheets for **Animal Projects**. All others use the **General Project Record Form**.
7. **Photos with CAPTIONS** MAY be included, **UP TO 3 TOTAL** pages.
8. **Media Information**, such as newspaper articles, and **Letters TO YOU** about your 4-H activities MAY be included, **UP TO 3 TOTAL** pages.

*Check it!  
\*Neat?  
\*Parts in Order?  
\*Complete sections?  
You've finished--FEEL PROUD!*



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