



Your record book must contain the following items to be considered complete:

- Sturdy Cover - A 4-H record book cover, other notebook or report cover with fasteners. Please put your name on the front of the book.
- Title page – Name, recent photo, 4-H age and club name(s).
- Table of Contents – List items in your book.
- Maryland 4-H Summary Record - Submit only one for the current year.
- 4-H Story - Include information about your year in 4-H such as projects and activities. Please use 12-point and no more than double line spacing. Page amount at least 1/2 page (Junior); 1 page (Intermediate) and 1.5 to 2 pages (Senior).
- 4-H Project Record - Complete one for each project area. If a 4-H project workbook was used, put it behind that project sheet.

Other items you are encouraged to include in your record book are:

ITEMS	INCLUDE	DO NOT INCLUDE
Pictures	Photos of your 4-H projects and activities as an individual or club.	Photos of activities not related to 4-H or your projects. Example: School or church activities.
Newspaper clippings	Newspaper articles or 4-H newsletter articles featuring you or your club. Highlight your name/club.	Articles/photos that are not related to 4-H or your projects. Example: School or church activities.
4-H Correspondence	Letters sent to you regarding your participation in 4-H activities (County, Regional or State).	Letters from other organizations, such as school or church.
Miscellaneous	4-H programs, certificates, score sheets, and other items relevant to your 4-H projects.	Items not related to 4-H.
Diamond Clover	If you completed a Diamond Clover level for the current year, put it in your book last. Make sure it is signed in all the necessary places.	

**DO NOT** place items that require signatures in plastic sleeves. It makes it difficult to sign items such as Summary Record and Project Records.

**NOTE:** You can include items from activities outside of 4-H if they relate to a 4-H project area. Example: Doing a speech at school or church would be related to your 4-H public speaking project.

Your book is rated on neatness, being up-to-date, being complete and arrangement of items.

The standard order of items in a record book is:

- |                          |                         |
|--------------------------|-------------------------|
| 1. Title Page            | 6. Pictures             |
| 2. Table of Contents     | 7. Newspaper clippings  |
| 3. Annual Summary Record | 8. 4-H correspondence   |
| 4. 4-H Story             | 9. Miscellaneous        |
| 5. Project Records       | 10. Diamond Clover Form |

You may enter your record book in the county fair for judging.

It should include items from January 1 to June 30 of the current calendar/fair year only.



## 4-H RECORD BOOK FORMS

### Summary Record:

- Complete only one Summary Record for your current year in 4-H.
- Be sure to sign where indicated as 4-H Member.
- Your Primary Club Leader needs to sign the summary record after being reviewed for completeness and accuracy of the information included.

### Project Record:

- Each project must go on a separate project record. (Livestock requirements below.)
- To be classified as complete, each project record must be filled out completely: personal information, goals, communications/exhibits (2 are required), learning experiences (4 are required), financial records, life skills, and reflection.
- Records must be signed by the member and a parent/guardian after being reviewed for completeness and accuracy.
- If you choose to use plastic page covers, please do not use them for pages requiring signatures.

### Animal Science Project Records:

- Large Animal Breeding Project Record - Complete one per species for Breeding Animals (Beef Cattle, Sheep, Swine, Meat Goat, and Dairy Goat).
- Livestock Market Project Record - Complete one per species for Market Animals (Beef/Dairy Steer, Market Goat, Market Sheep, and Market Swine).
- Poultry Project Record - Complete for all poultry.
- Rabbit and Cavy Project Record - Complete for rabbit (one for market and one for breeding) and cavy.
- Horse Project Record - Complete for horse.
- Dog Project Record - Complete for dog.
- Small Pet Project Record - Complete for cat, gerbil, hamster, snake and other small pets.

## RECORD BOOKS, AWARDS, AND FAIR ELIGIBILITY

(All record books are due to the 4-H Office February 1 of the current year)

- To receive a ribbon and certificate/seal: members must complete a record book with at least one completed project record inside.
- To receive project pins: projects must be complete and inside a complete record book.
- To meet fair eligibility to show livestock: members must submit a complete record book with a completed project sheet for each project exhibited at the previous year's fair to show at the upcoming fair.

# Record Book Score Sheet



Name		Age	
Projects Included		Award	

		Not Included	Needs Improvement	Good	Superior	Comments
Title Page	Name, Year, Age, Club, Photo					
Table of Contents						
Summary Sheet	Belonging (Participating in meetings and events)					
	Mastery (Lists awards and recognition in competitions and activities)					
	Generosity (Participated in service and citizenship)					
	Independence (Took active role in programs and activities)					
4-H Story/Essay	Jr: ½- 1 pg; Int: 1-2 pg; Sr: 2-3 pg Provides an overview of your 4-H work, what you've learned, and how 4-H has impacted your life					
Project Records	Follow guidelines on sheet, check for accuracy in calculations					
Supporting Materials	May be pictures, newspaper clippings, correspondence, newsletters, etc.					
Overall Quality	In order, neat, age appropriate					
Total						

Reviewed by: \_\_\_\_\_