

4-H Non-Competitive Record Book Review Guidelines* (Record book may document multiple projects)

4-Hers will receive a gold award for each project that is documented using project records.
***Use of this form is optional, but recommended for helping youth learn to keep records and complete forms.**

Personal Page:

Should include current photo.

All projects are listed. For ease in finding projects, youth may choose to list in alphabetical order.

Example:

Beef: Level II

Fiber Arts: Crochet, Ethnic Arts, Rug Making

Foods: Level II

Self-Determined: Computers

Refer to enrollment card for exact project level in which youth is enrolled.

All signatures and dates should be on form.

4-H Story (Optional but highly encouraged):

The story should cover all projects enrolled in during the current year in a non-competitive book.

A suggestion is to have a one paragraph to introduce the 4-Her, one paragraph for each project, and a paragraph for a conclusion.

Maximum number of pages is one page for introduction, one page per project and one page for conclusion.

The story should include:

- what you learned or did in each project,
- how you helped your club and other 4-Hers,
- how you helped at 4-H events,
- community service activities.

Permanent Record (Optional but highly encouraged):

Each section should be completed for current year

Dates may be the exact day (month, day, year), 4-H year (2-year designation), or single year that the activity occurred. Exact date is preferred, but not required. Chronological order is helpful and can be achieved by electronic sorting.

Members are encouraged to continue to keep records each year so they have a cumulative record for all years in 4-H.

While the permanent record is optional it is the best way to keep information for scholarship and award applications later in 4-H.

Project Record:

The 4-Her should complete a project record sheet for each project in which the 4-Her is enrolled. Goals in project area should be classified and age-appropriate.

Learning activities include project meetings, field trips, workshops, judging schools/contests, quiz bowls, skillathons.

List all presentations you gave that relate to the project.

Record all expenses and any income you have from the project.

Knowledge learned in project should be clear, age- and experience-appropriate.

Amount of project work should be identified by including all of the following that apply:

- number of items made, animals cared for, etc.;
- improvements in judging;
- value of project to self or family;
- number of people taught (includes talks and demonstrations)
- project meetings attended;
- number of exhibits;

Leadership can include organizing, leading, or teaching others in this project at club, county, area or state levels.

Citizenship/community service can include helping others, volunteering, and community service related to the project.

Exhibits include not only those for judging but displays where your project was shown to the public.

Overall Presentation:

Book should be neat and orderly.

The non-competitive record book should be completed by the youth. Neat handwriting on the form is appropriate. Pages can be typed as youth are able to do this.

Order of Book: Personal Page, 4-H story, Permanent Record, Project records in Alphabetical Order and Photos for that project after each project record.

Optional Photos:

You can include any other information about your project that you feel is important. This could include photos, newspaper articles, programs, additional records, etc.

Photos should be good quality and large enough to tell a story. Photos should be arranged on card stock with enough space in between for a pleasing arrangement.

Photos should have captions to tell who, what, when, why, where, and/or how.

Each photo should tell a different story or show a different activity.

4-Hers are encouraged to include photos that show project work, leadership, and community service in the project.

One page of photos per project record is acceptable.

Non-Competitive 4-H Record Book Review Form*
(Record book may document multiple projects)

* Use of this form is optional, but recommended for helping youth learn to keep records and complete forms as they document what they have done in their projects and in their 4-H club.

There is space for comment on the personal page, 4-H story, permanent record and 5 4-H projects.

4-Hers Name: _____

Personal Page:

4-H Story (optional):

Permanent Record (optional):

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Project 1 (Name of project): _____

Project 2 (Name of project): _____

Project 3 (Name of project): _____

Project 4 (Name of project): _____

Project 5 (Name of project): _____