

Outagamie County 4-H Record Book Guidelines



Overall Book

- Completed by **YOU**, not your parents! Parents, please do not complete your child's record book.
- Neatness Counts!
 - ✓ Use the same type of pen, pencil, or typed throughout book.
 - ✓ Check your spelling.
- Suggestions for a good record book
 - ✓ Please use your page space wisely by putting more than 1 picture on a page and use both sides of the paper, if possible.
 - ✓ Tabs and/or divider pages are helpful, but optional.
 - ✓ **OMIT** page protectors and items such as ribbons, certificates, letters, entry tags, programs, etc.
 - ✓ **OMIT** activities that you DID NOT participate in. (You may add these items after you get your book returned.)

4-H Member Activity Record Form

- List **ONLY** the activities that **YOU PARTICIPATED** in.
- If the club does an activity, such as a parade, and you don't participate – do not put it on your activity page.

4-H Member Project Plan and Evaluation Form

- A 4-H Project Plan and Evaluation Form must be included for **EVERY** project that you are in enrolled in – even if you did not complete the project. (You do not need to do an Evaluation form for every “exhibit” you did for the fair)
- The Evaluation form **MUST** be complete!
 - ✓ List or explain what you would like to learn and do this year. You should try to list at least 3 or more goals for each project area.
 - ✓ Be sure to explain in more detail what you did learn and do in your projects.
 - ✓ Don't forget to talk about the financial portion of your project.

Supplemental Pages (Optional)

- After the Activity Record Form – you can include pictures and clippings that support what you listed.
- After each Project Plan and Evaluation – you can include pictures of what you did in your project.

Notes for Outagamie Leaders submitting Record Books:

- ❖ A book cannot be eliminated for using a pencil or the computer.
- ❖ Check your club's printout to make sure that **ALL** projects listed for each member are included in the record book. If not all included then book is not complete and should not be nominated for any awards.
- ❖ Follow Record Book Guidelines.
- ❖ Leaders: as you review your member's record books, be sure to look for things like involvement, truthfulness and honesty.
- ❖ If a member has misrepresented themselves in a project area, consider discussing this with your member for editing, or do not submit/nominate the book any awards.
- ❖ Only submit your better Record Books for county awards. When nominating a Record Book, be sure to follow the Project Award Categories.

