TIPS FOR RECORD BOOK SUCCESS

Each and every Meadowlark District 4-H Member is asked to complete a 4-H Recordbook as part of their annual 4-H enrollment requirements. Typing should not have preference over neatly hand-written records. Records that are legible with work done by the 4-H member is the most important aspect. Records should be kept into the future for consideration of scholarships, Key Award, personal reference and/or resume information. Plain white or lined notebook (8-1/2 X 11) paper should be used for stories and photo pages. Members are strongly encouraged to work on records throughout the year as they do their project work. This makes it a much more manageable task to complete!!!

What is included in the 4-H Record Book?
Tab page dividers and other organizational items are recommended for each section below.

Record Book Order
1. Achievement Pin application *(currently working towards)*
2. MED personal page
3. General 4-H story
4. General 4-H pictures may follow story, no more than 3 pages, max of 6 photos per page
5. Kansas 4-H Permanent Record
6. Current MED project records for this 4-H year
   *Project records
   *Project story
   *Maximum of three pages of pictures, one side only, max of 6 photos per page.
7. Previous years records

Achievement Pin Application  [http://www.kansas4-h.org/resources/4-h-library/awards-and-recognition/member-achievement-award.html](http://www.kansas4-h.org/resources/4-h-library/awards-and-recognition/member-achievement-award.html)
- Application should be filled out as completely as possible
- Must be signed by the 4-Her
- Parent must sign
- Leader will sign if youth did the work to be deserving of the pin
- Make sure you keep this in front of the personal page the year it was earned

Meadowlark District Personal Page  [http://www.meadowlark.k-state.edu/4-h/project_records.html](http://www.meadowlark.k-state.edu/4-h/project_records.html)
- Should include a head and shoulder picture of member, such as a school picture.
- Projects should be listed in alphabetical order.
- Include the necessary signatures - yours, your parent, and your leader.

4-H General Story - Overall Yearly Summary
- The 4-H story can be hand written if you are a younger member - BE NEAT!
- The 4-H story should be like the final chapter of a book; tie the year together, summarize, and highlight important things learned and accomplished.
- The 4-H story should not exceed 6 pages, double spaced, on one side of the paper.
- Focus on 4-H work, but can discuss how your 4-H work carried over into other parts of your life. Give an introduction of yourself, family, school and community involvement.
- Discuss goals set, offices/committees, learning, presentations, leadership, citizenship, successes and challenges within the 4-H year.
- Should be more than a fair ribbon placing report.
- A catchy opening, detailed body and strong conclusion are important.

General 4-H Photos (optional)
- General 4-H photos follow the 4-H story, but no more than three pages of action photos, with captions; showing learning, leadership and citizenship.
- Photos should show work that is not related to 4-H Projects. This can include club activities, community service, ceremonies and other non-project specific work.
Permanent Record  http://www.meadowlark.k-state.edu/4-h/project_records.html

- A detailed document listing everything done by the member. Don’t forget, you can include non-4-H too!
- Record all exhibits, offices held, events attended, and other participation for the 4-H year.
- If additional space is needed, please add a new page for the section needed.
- Newest information pages should be kept on top of older information.

Meadowlark District Project Record Sheets  http://www.meadowlark.k-state.edu/4-h/project_records.html

- Separate Meadowlark Extension District approved sheets will be used for each project in which you are enrolled *(not one per exhibit or animal)*.
- Some projects have multiple project phases, you must summarize all work in each phase into one project area.
- Not every section of the record sheet may apply to your project work, that’s OK! Simply put a “N/A” in sections that you do not use or do not apply.

**Examples:**

- **Fiber Arts**: not a Quilting or Knitting or Weaving record. Youth may enter a quilt, knitted item and weaving exhibit at the fair, but do (1) Fiber Arts record.

  OR

- **Poultry**: Youth may have 30 birds in a flock, some laying hens, some show bantams, some meat birds. Complete (1) Poultry record for all types of birds.

  OR

- **Shooting Sports**: Youth enrolled in Small Bore Rifle, Shotgun, Muzzle Loading and Archery disciplines; complete (1) Shooting Sports record.

**Project Specific Story**

- A project story allows you to share more about what you did and learned.
- No more than six pages of a story specific to the project.
- Follows the model of the general 4-H story, but focuses on project work in one project.

**Project Specific Photos**

- Pictures should be secured on a 8 ½ x 11 inch page of plain white paper or cardstock.
- Each picture should have a caption describing what is taking place in the photo.
- Pictures are limited to 3 pages - with photos on one side of page only - 6 photos/ page max.
- Pictures should show project activity, project leadership and project citizenship.

**Things to NOT include in your record book**

- Plastic Page Protectors
- Ribbons
- Recipe cards
- Fair stall card
- Score cards
- Weigh in cards
- Registration papers
- Business cards
- Project Manuals/instructions
- Newspaper clippings
- Show order sheets
- Educational information
- Fair entry cards
- Receipts (feed, vaccinations, kits, supplies)
- Pre-entry forms
- Premium statement
- Greeting cards/thank -you cards
- Anything that would go into a scrapbook

**REMEMBER!!!:** Only the current years records are evaluated for local project awards. However, you need to keep previous years records to be used as a historical document of your 4-H career. **FORM-FILLABLE,** Word and PDF approved documents can be found at:  http://www.meadowlark.k-state.edu/4-h/project_records.html

(November 2018)