



Guidelines for Properly Completing a 4-H Project Record Book

A 4-H Record Book is the final step in completing a 4-H project. After finishing a 4-H project, a 4-H Record Book allows youth to share and communicate what they have learned and reflect on their experiences. In addition, a 4-H Record Book compiles the life skills that have been gained such as teamwork, community service, and leadership as well as summarizes the awards and accomplishments that youth have received within the project and overall 4-H program.

A. Components of a 4-H Record Book:

1. 4-H Project Report (by age category)
2. 4-H Project Book (specific to project area)
3. 4-H Project Story
4. 4-H Project Pictures

B. 4-H Project Report: There is a different report for each age division: Cloverbud (5-7), Junior (8-10), Intermediate (11-13), and Senior (14-18). Ages are as of September 1st. Youth report their goals, learning experiences, challenges, and successes. It also includes any citizenship, community service, and leadership activities that the youth participated in during the year and lists awards and recognition received.

C. 4-H Project Book: This chronicles the progress of learning in the 4-H project. It may be 4-H curriculum or a fair/record book, such as the Florida State Fair Youth Livestock General Record Book.

-4-H curriculum books are available at www.4-hcurriculum.org or the 4-H office. These books are designed to be used by youth for one-two years. Sufficient progress should be evident. Other acceptable 4-H books are available at www.edis.ufl.edu.

-Projects that involve expenses need to include the Financial Summary Form if profit/loss calculations are not already included in the curriculum or fair book. This includes equipment, materials, and animal purchases. Depreciation is a loss in value of your assets and is 10% of original cost of the item per project year.

(Squitieri, 2012)

- Remember that a 4-H project is year-round. If you will be using a fair book, be sure to add records, events, and activities after the fair.
- Contact the 4-H office if you have questions about the qualifications for a project book.

- D. Project Story:** A hand-written or typed (12 inch font, double-spaced) essay, in first person, that introduces and summarizes the project and includes the good and bad experiences, skills learned, and knowledge gained. Length is taken into account based on age.
- E. Project Pictures:** Pictures are visual representations of the project and should show the progress throughout the year. Each one should include a one-sentence caption that summarizes the activity or event and relates the picture to the project. For example, a good caption would state “I’m running with my dog to increase our speed for the agility competition” rather than “My dog and me.”
- F.** You may include logs, score sheets, event flyers, etc. in the back of the Record Book. This is optional.
- G.** ALL sections of the Record Book should be completed by the *youth, not adult*. The Record Book is the last step that the youth must do to complete their 4-H project for the year. It is also an opportunity for youth to practice and improve their writing, grammar, and record keeping skills. Parents and 4-H leaders offer support and guidance when needed.
- H.** Members should submit a separate book for each 4-H project, rather than a combination of projects in one book. If the member is turning in more than one project book, the leadership, citizenship, community service, and awards and recognition sections may be duplicated for each book. These do not have to be project specific. If one or more of the areas do not apply to the member’s project, he or she should state “not applicable” in the Record Book for that particular item. Youth may write one story to include in multiple Record Books as long as it summarizes each project thoroughly and specifically.
- I.** Write in complete sentences or make lists when applicable. Use proper spelling and grammar.
- J.** Books should be neat and easy to follow.
- K.** Work may be either typed or neatly hand-written. Age is taken into account for neatness.

(Squitieri, 2012)

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- L.** Do not leave any sections blank. Enter “not applicable” or “none” if needed.
- M.** Judging will be based on the following scores: 90 – 100 Blue, 80 - 89 Red, and 0-79 White. It will be divided into project and age categories: Junior (ages 8 - 10), Intermediate (ages 11 - 13), and Senior (ages 14-18). Ages are as of September 1st. Cloverbuds are only reviewed, not judged, and will receive participation awards.
- N.** Project pins and certificates will be awarded based on outstanding (blue ribbon) project work. Certificates will be awarded to red and white ribbon winners. In addition, the best overall Junior, Intermediate, and Senior will be awarded based on project work, goal achieved, skills learned, and Record Book score.
- O.** Record Books should be true records of what members have learned and accomplished in 4-H project work during the year.
- P.** Place all components in a pronged folder with name, project, and age division written on the front. Please, do not use binders due to bulk. Page dividers and page protectors are optional.
- Q.** 4-H Record Books will be due to the 4-H office by **August 1st** to be judged. Winners will be announced and recognized at the 4-H banquet.

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