

Record Book Completion Check List

Member's Name _____

1. General Appearance

- Cover neat.
- Optional dividers in proper order.
- Member has done own work.

Place a check if up-to-date:

Member Leader Judge

THIS IS THE ORDER RECORD BOOKS SHOULD BE IN:

2. Calendar

- Used to plan the whole year.
- Include project, club, & county activities.
- Include date, location, and time of meeting.
- Checked when attended.

3. Project Plans/Record

- Complete and realistic for member's abilities.
- Shows learning goals.
- Signatures?

Project 1 _____
 Project 2 _____
 Project 3 _____
 Project 4 _____

4. Project Diary/Journal and Add Sheets

- Shows project activities and work for period covered.
- Show what was done.
- How work was done.
- What was learned.

Project 1 _____
 Project 2 _____
 Project 3 _____
 Project 4 _____

5. Project Pictures - Optional

- Limited to one side of one page per project.
- Dated with captions.

6. Project Summary/Highlights

- Look back at project plans; did you learn what you planned to learn?
- Summarizes what was done & learned.
- Problems and successes in project.
- What would be done differently next time.
- Should be up-to-date.

Project 1 _____
 Project 2 _____
 Project 3 _____
 Project 4 _____

7. Project Financial Record

- Level II only - Up-to-date and accurate.

Project 1 _____
 Project 2 _____
 Project 3 _____
 Project 4 _____

➔ Animal Add Sheets REQUIRED

- Commitment to Excellence checklist-current year-**ALL ANIMALS**
- Dog Project Record-C0794
- Horse Certificates
- Animal Health Record/Purchasing Record for each livestock animal.

8. Permanent Record

- Required & up-to-date from the time the member first enrolled in 4-H.
- Should reflect growth and accomplishments in project(s) and club activities.

➔ Checklist REQUIRED

- Quality Assurance - Youth Advancement
 - Beef, Sheep, & Goat - Program Level 1, Units 1,2,4,5 - 1st year members.
 - Swine -Current Year Kittitas County Pork Quality Assurance Certificate
 - Horse - Program Level 1, Units 1,2,4 - 1st year members
 - Program Level 1, Units 3,5,6 - 2nd year & above

*** Transfer completed Quality Assurance - Youth Advancement Checklist to new record book each year.**

- Clothing and/or Knitting Skills Checklist Booklet.

9. Story

- Start story for the year in narrative form. Write as though you are actually talking to the reader. Must include introduction and write about your projects to be considered up-to-date.

Story should have 4 parts.

- Introduction - Introduce yourself.
- Write about your projects. Do not repeat the project highlights.
- Share your 4-H club experiences and how you were involved in your community and school.
- Write about how you have changed as a result of your 4-H experience.

10. Supplemental Information - Optional

- Limited to two sides of one page.
- Related to your club, community, or school.
- May contain pictures, news clippings, or letters.
- All items should be dated with captions.
- Club/Teen Contracts at the end of this section if applicable.

SIGNATURES REQUIRED

Member _____ Parent _____ Leader _____