

21 Central - 4-H Record Book INSTRUCTIONS

What is included in a complete record book and in what order is it put together?

1. Project Recognition Check Sheet (fillable PDF)
2. Personal Information Page (fillable PDF)
3. Project Record(s)
4. Permanent Record

For Example, Chris Clover is enrolled in Woodworking, Aerospace & Rocketry, and Meat Goats:

- Chris Clover's Project Recognition Check Sheet
- Chris Clover's Personal information Page
- 4-H Meat Goat Record
- 4-H Aerospace & Rocketry Record
- 4-H Woodworking Record
- Chris Clover's Permanent Record

PERSONAL PAGE

- Complete all blank spaces and list projects you are enrolled in this year in *alphabetical order*.
- Include a head and shoulders picture
- Make sure all signatures are completed (4-H member, 4-H parent, club leader)
- Complete a new personal page each year

PROJECT RECORDS

Follow the instructions on the records. When in doubt, read the headings of each section to determine what belongs there. What do all the abbreviations mean?

- L = Local (Club level activities: Club meetings, Club community service, etc.)
- C/D = County/District (County-wide activities: County/District Club Days, County Fair, Ambassadors, etc.)
- A = Area (Area-wide activities: Regional Club Days, Southwest Youth Leadership Forum, SW Livestock Expo, etc.)
- S = State (State-wide activities: Discovery Days, CIA, KYLF, Ambassador Training, etc.)
- N = National (National-wide activities: National 4-H Congress, CWF, etc.)
- How do I determine if something qualifies as leadership or citizenship?
 - *Leadership* is teaching another person or a group skills or information and includes organizing or coordinating an activity, event, or meeting; selecting and preparing materials and selecting presenters.
 - *Citizenship* means helping out in your community and serving others without compensation.
- Photo Section:
 - Select action photos that visually help to tell and/or add to your story, crop as necessary or desired.
 - You may incorporate digital pictures in the KAP or use mounted prints.

PERMANENT RECORD

- This is a summary of your total 4-H involvement
- Each year, you build on to the previous year's permanent record by adding the current year's info
- Don't cheat yourself! Include all of your 4-H functions, meetings, talks, committees, community service, etc.
- When in doubt, read each section's title and directions to help you figure out what goes where.

*****Make note any incomplete books will NOT be accepted for example signatures are required**