

OSU Extension Service/Hood River County



4-H Record Book Guidelines

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Message to 4-H Members

4-H Records are an important part of every 4-H project. They are a written history of your 4-H experience. 4-H records should help the member to:

- 1) Measure their results (financial & personal)
- 2) Establish goals
- 3) Create a desire to learn
- 4) Compete for county, state and national awards

4-H records show your growth through the years. It lists how you have helped others, what you have been able to reach and share as well as learn. It shows profit and loss and goals set and accomplished. It is a reflection of YOU...and it brings back warm feelings and plenty of wonderful MEMORIES!

Message to 4-H Leader

4-H Records as a tool for the Leader.

- To assist in planning for the club
- To assist in teaching and giving experiences in:
 - a) Decision making
 - b) Responsibility
 - c) Cooperation
 - d) Planning and setting goals
 - e) Evaluation
- To assist in developing record-keeping skills and habits
- To assist in improving spelling, grammar, and mathematics
- To assist in teaching youth how to use records

General Guidelines

- Records must be the work of the 4-H member!
- All project records are compiled into one record book. You need only one Permanent Record and one 4-H Story, even if you have several projects.
- Records should be neat. Pencil is recommended for Junior members and pen for Intermediate and Senior 4-H members. Try to use the same black or blue colored ink each year. Records can also be typed using a computer. Erasable pen is acceptable.
- Earlier records should not be redone unless badly soiled, lost, or destroyed. Members who did not keep records in earlier years or have lost their records may go back and fill in what they remember on their permanent records and project records.
- Supplemental Permanent Record pages may be picked up at the Extension Office or downloaded online if sections on the original permanent record are full. Do not use a second Permanent Record.
- Each activity/event should be entered only once on the Permanent Record (see page 4, Helpful Hints for exceptions).
- Keep records current and accurate, write down everything right after it happens so you don't forget anything and it is in the proper place.
- Records should be complete up to the date they are turned in. They should not include fair or other activities which members anticipate entering.
- Complete and close yearly records on September 30 (after State Fair).
- Do not throw away any records from past years. They should be kept in a separate folder (3 ring binder) for future reference.
- Keep only the project records from the current year and the previous year in your Record Book.
- Make sure records are signed by the 4-H leader(s) where required.
- Records should be placed in the order given in "*Order to Assemble a 4-H Record Book*," listed on page 5.
- Record / Memory Books must be handed in on time. County Fair competition entries will be lowered one placing if turned in late.
- Records are available to be downloaded at <http://extension.oregonstate.edu/catalog/4h/>.

Helpful Hints

Be Specific

Tell all there is to know. Instead of using letters like HRV, state that it is the Hood River Valley, at least once. Maybe others have never heard of your letters.

Use Numbers

How many games, meetings, how many in the audience, how much profit or loss, number of cans of food collected, hours worked, or how many total dishes you cooked. Numbers show growth.

Don't Repeat

Each item should be entered only once in the record book. Leadership is an exception. For example, your club might do a food drive and you enter it under "4-H Citizenship". BUT, if you organized it and supervised the delivery of the food the, it would also go under "Leadership".

Keep a Calendar

Use a calendar to keep track of events, meetings, and important happenings.

How Do You Share Your Knowledge?

Tell people about: the animal you trained; teaching a friend some of your skills; sharing your ideas with your family, friends, club; giving talks in front of groups; and helping to promote 4-H. All of these activities are an important part of your "4-H Notes".

Have an Adult Proofread Your Records

Grammar and spelling are an important part of good records. Judges usually do not mark off for occasional misspelling, poor penmanship, etc. They are most interested in having members complete the record books. However, neatness is an important part of recordkeeping. If there are two books of equal quality but one has been more careful about spelling and punctuation, that one will probably place higher over the other.

Record Book Order

- ❖ Cover (any type of notebook)
- ❖ Identification Page
- ❖ 4-H Notes
- ❖ 4-H Story
- ❖ Permanent Record
- ❖ Junior or Teen Leader Records (current & previous year)
- ❖ Project Records (current & previous year by project/species)
- ❖ Advancement and/or Enrichment Forms
- ❖ Advancement Certificates
- ❖ Photos (required with written description and date)
- ❖ Lease/Business Agreement Forms

Identification Page

This page is to identify the 4-H member. Identification pages are available at the 4-H Extension Office. This page includes general information about the 4-H member and their project(s). A photo of the member is encouraged. This form is replaced each year.

IDENTIFICATION PAGE

NAME _____

CIRCLE GRADE COMPLETED: 4 5 6 7 8 9 10 11 12

CIRCLE NUMBER OF YEARS IN 4-H: 1 2 3 4 5 6 7 8 9

CIRCLE ONE: RECORD BOOK MEMORY BOOK

* Leaders are responsible for seeing that members have their records up-to-date and follow county guidelines. **Only Leaders should sign the Identification Page.** After the 4-H leader indicates approval by their signature below, the record / memory book must be submitted to the Extension Office on or before the due date.

This record book is approved by the 4-H Leader to be entered in the Hood River County Fair 4-H Record / Memory Book contest.

Club Name	Project	Leaders Signature*	Date
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Club Name	Project	Leaders Signature*	Date
-----------	---------	--------------------	------

Club Name	Project	Leaders Signature*	Date
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(Photograph of 4-H Member Here)
Removable Glue Stick
Recommended

4-H Notes

This form is to keep track of what happens at club meetings, events, and day-to-day project work in diary or story form. You may have one for each project area or keep one for all of them.

4-H Story

Your 4-H Story is about you and the things that occurred during the 4-H year. This is the most important section of the record book. It provides the member with a chance to summarize things done, skills learned, goals accomplished during the 4-H year, and feelings about the 4-H experience. Tell about your leadership and community service experiences, as well as project experiences.

- ❖ Some suggestions of things to address in your 4-H Story at the end of the year:
 - ▶ Title the page “My 4-H Story” and put the year.
 - ▶ Introduce yourself – grade in school and age.
 - ▶ Tell about your 4-H projects & activities. What did you learn about yourself and your projects(s) in the last year. Describe successes and/or failures (not necessarily having to do with fair.)
 - ▶ Explain how 4-H has helped you become a better leader and citizen. Who helped you? Who did you help? Share your experiences.
 - ▶ Tell about your plans for the future or next year that are connected with your 4-H work.
 - ▶ Be creative!! How you write the story is up to you.
 - ▶ Juniors are required a minimum of one page.
 - Handwritten – one page, single spaced.
 - Typed – one page, double spaced.
 - ▶ For Intermediate and Senior, two pages are a minimum requirement.
 - Handwritten – two pages, single spaced.
 - Typed – two pages, double spaced.

Permanent Record Information

- ❖ Fill in as much information as you can, but sometimes there maybe blanks. This is quite all right.
- ❖ Write the year only once (i.e. 2007-08) at the beginning of the section, each year.
- ❖ When you have filled out the complete page, get a Supplement Permanent Record form from your leader, the Extension Office or online. Do not start a new Permanent Record.
- ❖ Place Supplemental Permanent Record Forms directly after your original Permanent Record Form.
- ❖ After completing your record, photocopy your permanent record for safekeeping in the future, in case your original becomes lost or destroyed.

The following are words that can be used to make your entries more active, interesting and descriptive.

Key Leadership Words:

administered	designed	in charge of	prepared	tutored
answered	directed	inoculated	presented	teen staff
arranged	distributed	instructed	represented	
bought	emceed	judged	reported	
coached	entered	junior leader	resource person	
conducted	fitted animals	led	spoke	
co-organized	guided	organized	supervised	
counseled	host/hostess	photographed	taught	
demonstrated	informed	planned	teen leader	

Key Activity Words:

attended	delivered	member	ran-walked
babysat	donated	mowed	read/listened
baked/cooked	entertained	played for/sang	recorded
brought	fed/watered	painted	sales-sold
built	fixed	performed	served
campaigned	furnished	phone	set-up
cleaned	gather	planted	sheared
clerked	gave	printed	washed cars
collected	helped	provided	wrote thank you letter
contributed	hosted	raised	

My 4-H Permanent Record

This record will be your summary of your 4-H work done in all projects for every year you are in 4-H. It will be useful for you to know how much you have accomplished.

Start with your first year and keep it up-to-date yearly. If you need more space, do not use a second Permanent Record. Supplemental pages are available from your leader or from the Extension office.

An example of a Permanent Record:

Name _____ Boy ___ Girl ___ Date Born _____

Address _____
Number & street/Box City Zip Phone County

Club Record Information							
Year	Grade	Name of Club	No. In Club	Club Leader	Meetings		Office or Committee
					Held	Att'd	
04-05	7	Livestock	5	Mr. Brown	10	5	Treasurer
		Cooking Club	3	Ms. Spencer	5	5	No officers
05-06	8	Livestock Club	8	Mr. Brown	10	8	Treasurer
		Cooking Club	4	Ms. Spencer	5	4	No officers

- ▶ List the years and the grade only once, at the beginning with the first entry for that year.
- ▶ List the clubs in the same order each year. Drop the names of the clubs of which you are no longer a member and add new club that you have joined.
- ▶ If you brought refreshments, you were on the refreshments committee, etc.
- ▶ If your club doesn't elect officers, say so. If you held no office, leave blank.
- ▶ If you carry projects as an individual member, they are listed under projects completed and exhibits made on the next page. They are not listed on this page.

Projects Completed & Exhibits Made

List all projects on this page. Projects are the areas in which you have enrolled like swine, foods, or art. Projects are **not** items or classes exhibited at fair. List all projects, even if you did not exhibit at fair in that project area.

Show total size of projects by the number of animals owned, dishes prepared, meals served, articles made, etc. Indicate number of exhibits and where exhibited. If junior or teen leader, list projects here and indicate number of members assisted.

Use letters to show where: Local (L), County (C), District (D), State (S), Regional (R), and National (N). Show placing at fair and at other competitions (1CR).

Year	Name of Project	Project Size	Exhibits
04-05	Rabbit	10 does, 3 bucks	4C 2B, 1SR
	Clothing Level 3	3 articles, 2 dresses	1CB, 1SR
05-06	Beef	1 steer	1CB
	Clothing Level 4	2 articles, 1 dress	1C-CH, 1S-CH
	Junior Leader	14 members, 11 meetings	

- ▶ Keep projects in the same order each year. Indicate what phase of the project you are in. (ex: Foods 1)
- ▶ The size and the scope of the project includes everything you made or all animals in your herd that year, not just the number you took to fair. This amount should agree with total inventory or listings on individual project records. Be specific, i.e. made 7 dinners.
- ▶ Examples of different levels of competition are:
 - Local (L) – Mosier Dairy Goat Show
 - County (C) – Hood River County Fair, Horse Pre-Fair
 - District (D) – Mid-Columbia Dog Show
 - State (S) – Oregon State Fair
 - Regional (R) – Pacific International Livestock Show
 - National (N) – National Junior Angus Show
- ▶ Make sure you update the exhibits column after fair each year to include county and state fair placings.

Presentations

Show number of times and where presented. If you give a competitive presentation, indicate you're placing. Indicate title or topic and list project area if appropriate.

Year	Title or Topic	Number and Where	Number of People in Attendance
05-06	How to Straighten Material (clothing)	2L, 1C	73
	You Are What You Eat (foods)	1CB, 1SR	18
	4-H Green With Red, White & Blue (Citizenship-Flag procedure)	4L, 3C/1B, 1SB	107

- ❖ Presentations are planned talks that include an introduction, body, and conclusion. The categories include:
 - Demonstrations: Show and tell how you actually do something.
 - Illustrated Talk: Uses slides, pictures, charts, or models.
 - Speech: Talking to audience without using props

- ❖ Put Project are in parenthesis.

- ❖ Presentations may also include informal talks at a 4-H meeting where you teach or demonstrate something. Impromptu talks, oral reasons and skits are listed in *Other Public Appearances*.

Other Public Appearances

This section asks for kinds of public relations activities that you participated in representing 4-H. Show number of times and where presented.

Year	Talks before 4-H groups	Attendance	4-H talks before other groups	Attendance	Radio	Est. of No. of Reached	T V	Est. Of No. Reached	News Stories	Est. of No. Reached	Others
05-06	1L	35	1L	16	1L	5000			3L, 1N	10,000	
	7L	76	2L	45							
	3C	119									
	1S	33									

Talks Before 4-H Groups

- Clubs
- Workshops

4-H Talks Before Other Groups

- Kiwanis/Rotary
- Schools
- Hospitals
- Youth Groups

Radio – Any type of radio interview

News Stories – Number you write and submit, even if not published

Other

- Camp Skit
- Speech Class
- Posters
- Displays
- Interview judging

- ❖ Do not include competitive presentations at fair, formal talks before your own club, or activities listed in other sections.
- ❖ *Talks before 4-H Groups* include talks that are “up front” talking before 4-H groups that are “off the cuff”, such as when the leader asked you to explain something or giving a report.

Participation in 4-H Activities

Information listed on this page includes items where you are involved in competition, workshops and training events. Items found in this area would be judging and identification contest, Fashion Revue, cooking contest, showmanship and other Livestock classes (other than conformation), all workshops and training events such as field days in connection with your project. Indicate knowledge, skills learned, and show number of times, level of participation and placing. List event only once each year.

Year	Kind of Activity	What You Did/Learned	Level & Recognition
05-06	Record Keeping Workshop	Organizing Information	1C
	Mini-Meal Contest	Prepared 3 dishes	1CB, 1SB
	Livestock Field Day	How to shear a lamb	1L
	Mid-Columbia Horse Show	How to back horse	1D

Examples:

Contests

Food Preparation
Judging Contest
Fashion Revue
Showmanship

Training Events

State 4-H Forums
Camp Counselor Training
Photography Weekend
Livestock Field Day

Workshops

Jr. Leadership
Presentation
Modeling
Record Keeping

- ▶ All contest, training events, judging experiences, go here.
- ▶ Be sure to indicate what was learned as results of training event or competition.
- ▶ Include the number of times you participated in that type of event for the year, the levels and placing when applicable.

4-H Events Attended Tours, Camps, Summer Week, Etc.

List other 4-H events here, such as: Field Trips and Tours, 4-H Sign-Up Nights, Recognition Nights, Camps, Summer Conference and shows visited (connected with project.)

Year	Kind or Name of Event	Scholarship By
05-06	4-H Camp	4-H Leaders Association
	4-H Youth Conference	County Fair Board
	Tour of McDonald's (foods)	
	Field trip to Nike Town (clothing)	

Other Examples:

- Interstate Exchange
- Conferences attended
- Museums visited
- Livestock tours
- Club Outings/Field Trips
- Breed Farm Tours
- LABO/LEX Exchange
- Guided Tours (list project area)
- Photography shows
- Places you visit for photography project to take pictures.
- Sewing fairs and shows
- Comparative shopping trips for your project.
- Parades involved with

- ▶ Place project area in parentheses, if it applies.
- ▶ Remember when participating in events, if you also planned or organized the event, it will also go under leadership.

4-H Advancement and Enrichment Program

(Advancement Certificates should be included with your 4-H record)

The Advancement or Enrichment program allows the 4-Her to take a self-directed approach to exploring and learning. The program gives you ideas and guides you in developing leadership skills, interest in the subject matter, and citizenship experiences.

Program or Project	Step No	Date	Step No	Date	Step No	Date
Rabbit	1	4-30-03	2	5-30-03	3	4-30-04

- Many projects have advancement programs.
- Dates go across the page when each step is complete.

Leadership in 4-H

Report leadership responsibilities in 4-H, but don't just list instead explain each of your leadership roles. Identify what you did as an officer or committee chairman; also list the club and how many members you were in charge of. Explain any leadership responsibilities you performed on a county, regional, or state level. Include the number reached through leadership efforts. Junior & Teen leaders should indicate their responsibilities here, time met and number of members you worked with and type of project skills you taught your members.

Year	Leadership responsibilities (not honors) in 4-H. Include number reached through leadership efforts. (Offices held in 4-H club are listed on page 1.) Junior leaders should indicate the responsibilities.
05-06	Teen Leader – Rabbit Club – 7 members – 14 meetings. Planned program, conducted meetings, taught showmanship, arranged for rabbitry tour.
	Camp Counselor – 4 days – 10 girls. Delegated responsibilities, taught crafts, and dealt with homesick children.
	Arranged club tour – 12 members. Made reservations, called and secured transportation, notified members of date and time.

- ▶ Identify the things you have done in 4-H where you planned, organize, or gave direction
- ▶ List duties, responsibilities, and number of people involved

Leadership in Other Organizations

Identify your leadership roles in school, church, and other community organizations. Include duties, hours and number of people involved through this leadership experience.

Year	Leadership responsibilities in school and other community organizations. Include number reached through leadership experience.
05-06	Associated Student Body President – Student Body of 800. In charge of all ASB Committee and fund raisers.
	Student Aide-taught reading to three second graders at Parkdale Elementary School – 3 hours per week.
	Member of Hood River Blossom Princess Court – represent Hood River Valley fruit industry and appear at local and state events.
	Band Officer – in charge of organizing band sectionals.

Examples:

Student Council	Eagle Scout
Prom Committee Chair	Band/Choir Officer
Manager of School Team	Club Officer
Sunday school aide/Teacher	Sports Team Captain
Church Club Officer	Member of Court

- ▶ Identify the things you have done where you planned, organized, or gave direction.
- ▶ List duties, hours, and number of people involved.

4-H Citizenship, Community Service & Community Pride

This section includes activities that contribute to the welfare of others and/or your 4-H group. List what you did as a member of a club and/or as an individual. Explain your activities and how it relates to citizenship and community service.

Year	List what you did as member of a club and/or as an individual. Examples: Park clean-up, reading to the elderly, get-out-the-vote campaign. Indicate the number of people helped, if appropriate.
05-06	Car wash – crippled children’s charity project 4 hrs club earned \$900.00
	Worked in fair booth during county fair 8 hrs
	Helped elderly neighbors take care of yard, wash windows, clean house and do shopping 58 hrs
	Baby sat a Learning Fair so parents could attend classes 6 hrs

Examples:

- | | |
|---|--|
| <ul style="list-style-type: none"> Help at Leader's Banquet Visit nursing homes for elderly 4th of July Parade Hostess at Fair Food drives Thank you notes Selling magazines for school | <ul style="list-style-type: none"> Washed wheelchairs Read commentaries at fair Working for needy Planting trees & shrubs Clean up park Help at church Led Pledge of Allegiance |
|---|--|

- ▶ Put the most important experiences first within each year
- ▶ Indicate time spent in hours/days, number of people involved, etc.
- ▶ If you take some leadership role in planning or organizing the activity, it will also be listed under leadership.
- ▶ Helping your family is not community service.

Participation in Other Community Activities

Explain your non-4-H activities in other community organizations and/or school (i.e., church choir, school plays or speeches, sports, clubs, FFA, Scouts, etc.) Include any work experience, along with hours (particularly useful for any jobs that could be/are related to your 4-H project areas).

Year	List what you did in other organizations/activities in school and community	
05-06	Cashier and cook at McDonald's	350 hrs
	School play actress – "Into the Woods"	150 hrs
	Babysitting – ages 3 thru 8	130 hrs
	International relations league member	18 hrs

Examples:

School choir/play/band
 Church choir
 Sports teams
 Other School activities
 Other Youth Organizations

- FFA
- Church Youth group
- French Club
- Scouts/Explorers

Cheerleader
 Library helper
 Work experience
 Speech team

4-H Recognition

List the important honors and awards that you have won on your Project, Competition, or Presentations. Include champion and reserve champion honors, special awards, trophies, trips and any positions you may have won or been selected/appointed.

Year	Important honors, awards, trips, etc. (Do not include awards listed on pages 2, 3, or 4.)
04-05	Champion ribbon "My Favorite Outfit Display"
	High Point Individual-Livestock Judging Contest
	Oregon Dairy Wives Best Sr. Yeast Product - \$5.00
	Hood River Grower Shipper Fruit Demonstration Award - \$10.00

Examples:

- | | |
|---|--|
| <ul style="list-style-type: none"> Champion/Reserve Champion Ribbons Club Recognition County medals Winner of any 4-H Contest National 4-H Congress Livestock Showmanship Certificates for Special Awards Herdsmanship Winner | <ul style="list-style-type: none"> Special Trophies Scholarships National Trip Winner Cash Awards Judging Teams Chosen as Oregon Ambassador Featured in Newspaper Article |
|---|--|

- ▶ If you won Champion or Reserve Champion at fair, list them here. Describe and give level for honor given.

Other Recognition

List important recognition in school, church, other youth organizations, and community.

Year	List important recognition in school, other youth organizations, and community
04-05	Youth Citizenship Award for Community Service
	Student of the month for achievement in eighth grade
	Honor Roll – 3.75 GPA

Examples:

- | | |
|--|--|
| <ul style="list-style-type: none"> Student of the month Spelling Bee Finalist FFA Awards Open Class Exhibit Awards Musical Honors Varsity Letter | <ul style="list-style-type: none"> National Honor Society Awards in Sports Ribbons (non 4-H) Courts (ex: Blossom Princess, etc.) Certificates |
|--|--|

Junior/Teen Leadership Records

A project for older youth

The junior/teen leadership project offers you an opportunity to have worthwhile experiences in leadership work at an important period of your life. This experience will be beneficial throughout life.

Junior leaders (grades 7-12 who assist an adult leader) should complete a 4-H Junior/Teen Leadership record. Use a different record for each club.

Teen leaders (grades 10-12, co-lead with the main club leaders) use the Junior/Teen Leadership record.

Project Records

Each specific 4-H project that a 4-Her is enrolled in has a separate records on which to record goals, learning, new ways the project was shared, experiences, cost and income, inventory, and plans for next year. Project records for each specific area include:

4-H Clothing	4-H Crocheting Members Guide & Record
4-H Food and Nutrition, Jr, Int/Sr	4-H Photography
4-H Food Preservation Record	4-H Home Environment
4-H Horticulture Record	4-H Knitting Member Guide & Record
4-H Entomology Record	4-H Geology Record
4-H Computer Science Record	4-H Shooting Sports Records
My 4-H ____ Project Record (Forestry, Child Development, Woodworking, Electricity, Arts and Crafts, etc.)	4-H Dog Project Records
	4-H Horse Records
	4-H Animal Science Records

- ▶ All animal science members except horse and dog use Animal Science Records. If you are taking a market project, Feed & Growth Records are required.
- ▶ Market Beef, Sheep, Swine and Goat are also required to complete Market Health Records.
- ▶ Records should begin October 1 and close September 30.
- ▶ Only one project record is used for a project area regardless of the number of animals, except for horse and llama projects which require one record for each animal.
- ▶ Members complete a new project record each year for every project.
- ▶ Keep only project records for the current year and previous year in your record book.
- ▶ When organizing project records, keep project together and divide by years.
For example: 2006 4-H Animal Science Records and Feed & Growth Records
Followed by:
2005 4-H Animal Science Records and Feed & Growth Records
- ▶ Tabs or division paper can be used to separate projects.
- ▶ All food cooked by the 4-Her at home are part of the 4-H foods project, no matter when the club starts meeting or what products are made in the club.
- ▶ If the family has several animals for which feed is purchased, divide the total feed costs by the number of animals and indicate in the records the dollar amount given the 4-H animal. Costs can be entered monthly or as feed is purchased.

Project Records – Continued

- ▶ Animals slaughtered at home for home use are entered in project income.
- ▶ Pasture expenses should be included with other expenses which might include gasoline, entry fee etc.
- ▶ Remember to include premiums and cash awards as project income.

Advancement and Enrichment Books & Certificates

Advancement and Enrichment books are considered part of the project records. They are to be included as part of your record book. The Advancement or Enrichment Book follows the Project Records. Certificates follow the Advancement or Enrichment Book.

Advancement or Enrichment books are available for: foods, clothing, dairy, meat animals, horse, dog, poultry, rabbits, entomology, horticulture child development and shooting sports. This form is used to help members learn more about their projects.

Photos

You may submit a maximum of 2 pages of photos for all projects you are involved in. Photos may be on the front and back of each of these two pages or just on front of the pages.

Photos should be mounted or printed on 8 1/2" x 11" paper. Indicate the year at the top of each page.

- ▶ Put a date and caption under each picture.
- ▶ Use action photos!!!
- ▶ Do not include newspaper clippings.

Photos – Continued

- ▶ When mounting pictures, it is recommended to use removable glue stick to attach pictures to page.
- ▶ You can use pictures of all years in your project area. They show growth!
- ▶ Photos are required and will be one of the most treasured parts of your 4-H records when you look at them in the future.
- ▶ Plastic covers may be used to protect the pictures. If plastic covers are used, make sure they are photo safe.

Memory Book Competition

Memory Books are a collection of the 4-H records and 4-H memories. If you are submitting the Memory Book for judging:

1. 4-H record portion should be placed in the same order as record books.
2. All rules, requirements and suggestion for the record book apply to the record book section of the memory book.
3. 4-H Memory section, keep in chronological order by year.
4. Any memorable items such as photos, ribbons, certificates, pedigree papers or newspaper clippings are acceptable.
5. A 3-ring binder is recommended for organizing the materials. Dividers are acceptable.
6. The Memory Book Contest is a county only contest.

4-H Record Book & Memory Book Evaluation Sheet

Judges Evaluation Tally Sheet

Member's Name _____

Name _____ 4-H Club _____

Grade: _____ Year in 4-H: _____ Projects: _____

Circle One: Record Book Memory Book Judge Number _____

General - 15 points total

Clean, well secured (3) _____
 Penmanship (4) _____
 ID Page & Ldr Sign. (3) _____
 Spelling (5) _____

General Comments - clean, well secured; Penmanship; Identification page completely filled out and signed by leader; spelling

Completeness - 70 points total

Notes (5) _____
 Project Records (25) _____
 Story (10) _____
 Goals (5) _____
 Permanent Record (20) _____
 Photo Page (5) _____

Completeness - Notes, completed and dated; Project Records; Completed Story; Clearly stated goals for prior, current and future year; Permanent Record; photo page, dated & description

Accuracy of Information - 15 points total

Current (5) _____
 Previous Year (2) _____
 Assembled correctly (5) _____
 Pages Dated (3) _____

Accuracy of Information - Current, accurate and complete up to the date submitted; previous year's records completed after county & state fair with all columns totaled; assembled in correct order; forms, story and photo pages dated.

Total Points _____

Ribbon Placing

90 - 100 pts Blue Ribbon
 70 - 89 pts Red Ribbon
 69 and below White Ribbon

Blue Ribbon
 Red Ribbon
 White Ribbon

