

CHECKLIST FOR COMPLETING THE 4-H YEAR RECORD BOOK

This check sheet lists the requirements for a “complete” 4-H year record book which will earn you a Gold Seal of Completion for the year. Please use it before you turn in your record book each year. If you cannot check off each item on the list your records are not complete. In order to have complete records, be sure to take time to record ALL of your club, project and other activities in your book. Don't put off records until the last minute!

4-H Member Record Books will be due to club leaders September 1st each year

In the Beginning of Each 4-H Year – October 1

1. Enroll in and complete at least one project.
2. Order project books if needed.
3. Print record Sheets from our website 4-H Forms Page www.montana.edu/extension/judithbasin/4-H
 - a. My 4-H Year for all projects
 - b. Animal Project Journal and Financial Record Journal sheets for animal projects – Market and Breeding each require own set of record sheets. Form #2FM0265
 - c. Non-Animal Project Journal and Financial Record sheets for all other projects. Form #2FM0264
4. Identify Goals – Over all 4-H in My 4-H Year AND 3 Goals for each Project
5. Participate in at least 3 additional learning activities during the 4-H year and record them in your My 4-H Year journal (i.e., fair, camp, Demonstration Day, quality assurance, judging, fundraisers, community service project, etc.)
 1. _____ Date: _____
 2. _____ Date: _____
 3. _____ Date: _____

Due By June 1 of Each Year

1. Project Drop/Add completed if necessary
2. Horse Forms to Ext. Office (Horse ID Form, 4-H Horse Helmet Policy, Horse Member Election to Not Wear Helmet, MT 4-H Horse Project)

Due By Fair on Interview Day

Criteria for Complete 4-H Record Book (Each 4-H project has unique and specific guidelines for project completion.) For all the animal science projects, foods, sewing & textiles, shooting sports, woodworking, photography, aerospace and others, the following general guidelines apply:

1. _____Horse Assessment, to be determined by Horse Leader, All Horse Books: Horsemanship, Ranch Horse, Colt to Maturity are to be completed for that year's level.
2. _____Feed Records up to date for each animal project (Animal Project Journal & Financial Record)
3. _____Leader signs off on all project Books before one can interview

Before submitting Record Books to Club Leaders no later than September 1st.

- _____ Complete all sections of the My 4-H Year journal form. If nothing was done in an area or section of a record sheet, write "none".
- List any awards and honors, both in 4-H and others, you received during the year on your My 4-H Year journal form.
 - Complete the Journal with ALL activities (4-H and Non-4-H) Including Citizenship and Leadership Activities.
- _____ **Non-animal** project, complete all sections of the Non-Animal Project Journal & Financial Record (#2FM0264) for each non-animal project you participate in. If you made an item, assign it a value. Your work is worth something! Even if you don't sell it, it still has a dollar value.
- _____ **Animal** projects complete the Animal Project Journal & Financial Record (2FM0265). Were Goals met? Why or why not? Include Sale Check totals. Even if the animal dies, you can complete the project and get credit for year.
- _____ Write a "My 4-H Year" story summarizing your entire year in 4-H
- _____ Submit the project workbooks for all the projects in which you enrolled with your record book.
- _____ Book signed off by Club Leader.

A Gold Seal of Completion will be awarded for completion of the 4-H year if above criteria are met.

For more information on completing Montana 4-H Record Sheets, please see *For the Record: Guide to Completing Your 4-H Records*, Pub. #5277.

Awards will be considered in the Following Area's based on your Completed Record book.

- **Citizenship** – List all Community Service Activities, 4H and other activities, BPA, Church, FFA, FCCLA, MBI, etc. in My 4-H Year journal and mention it in your story.
- **Leadership** – List all positions of Leadership in My 4-H Year including offices held, and mention Leadership in your Story.
- **Agriculture** – Members with at least 3 Ag related projects can be considered for this award. 2 of the projects must be something other than an animal project. IE: Beef, Vet Science, and Range Science, or Swine, Weed Science and Crop Science, etc.
- **Safety** - Mention Safety tips learned in What I Did, What I Learned section of each project or mention it in your 4-H Story.
- **Beginner Book** - Any first year book will be considered for this award, based on neatness and completion.

Tips:

- Do the What I Did, What I Learned (WID WIL) throughout the year. Document all activities that you participated in. Civic organizations, sports, music, etc.
- List all offices held outside of 4-H also. This will be considered for a Leadership Award that the county gives based on Record Book Judging.
- You are encouraged to include other things to personalize your book (i.e., photos, articles etc.)