

Record Book Completion Check Sheet

As a 4-H organizational or project leader, you have an important responsibility. Your job, as a record book review committee, is to check each record book turned in for completeness. **Please remember not to judge the record on quality.** Record books are not used as a sole documentation for project award selections. Members are granted project awards through an interview process as well as their record books, if they choose to apply.

As a member of the record book committee, you simply need to check each record book to determine whether it has met the minimum qualifications for being “Complete”. If the record book is not complete, each member has up to one month to work again on his/her records and bring them up to the minimum standards for completeness. Please note where the child needs to “fix” their record so that they are aware of the mistake(s) that needs to be corrected.

Every completed record book should be affixed with a “Gold Seal of Excellence” sticker or similar recognition. These stickers are available through the Extension Office.

Criteria for a Completed 4-H Record

___ Enrolled in and completed at least one project in the current 4-H year.

___ Record books should include a “My 4-H Year” record, a “Project and Financial Journal” for each project enrolled, and an “Animal Record” for each animal project enrolled in. Other items, such as ribbons, photos, etc. are encouraged.

___ All sections in the “My 4-H Year” form should be completed. There must be at least three goals listed. A member must include at least three learning activities during their 4-H year, such as, demonstrations, speeches, community service projects, judging events, or other public presentations. The member should also list any awards that they have received in both 4-H and other.

___ A completed “Project and Financial Journal” should be included for each project the member is enrolled in. This includes three goals for each journal, at least two items in “What I did, What I learned” section, and at least one item in the income/expense section of the record.

___ If an animal is owned, then an Animal Journal should be included. This record should have at least three goals listed. There should also be at least two items of “What I did, What I learned.” All other items should be filled out based on applicability (example: a dog does not have a sale record.)

___ A project work book should be attached for each project. (There are several projects that do not require workbooks including arts and crafts, shooting sports, etc. Please call the Extension Office if you are unsure about project workbook requirements.) Refer to the beginning of each book to see how many projects are required to be considered complete for the year. Most books list either 6 or 7 activities.

☆ It’s truly a fairly simple process. We encourage you, as a member of the record book committee to note *positive* comments on the “My 4-H Year” journal if a record is complete. Don’t forget to sign the record and attach the Gold Seal! Thank you for your dedication to the program.

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4-H RECORD BOOK COMPLETION FORM

Name: _____

Club: _____

	Complete	Incomplete	Comments
My 4-H Year (Green sheet)¹			
Record Book submitted by Oct. 1 st			
List 3 goals			
Must be signed			
All sections filled in			
Club & Project Meeting participation			
Committees and Office Summary			
Promotional presentations			
Communications activities			
Awards and Honors			
Activities, Events & Experiences Journal			

Project / Financial Journal: (Blue Sheet) List each 4-H Member's activities in the left hand column

Project in which Member was enrolled	List 3 goals	What I did / learned	Non-animal financial journal	Book complete ²

¹On these items, all you are doing is checking to see if these are complete, you are not judging the prettiness, the neatness, the quality of the book, just completeness.

²To get a "complete" sticker, Member must complete $\frac{2}{3}$ of the projects you were enrolled in on April 30th. (some require 3, some require 7).

Animal Record: (Orange Sheet) List each 4-H Member's activities in the left hand column and check to see if the member completed the sections listed. Any incomplete can be marked with an "I" or left blank until the member has attempted to complete it on or before October 24th.

Animal Project	Value of animals	Feed record	Market animal growth record	Sales record	Expenses other than feed	Health care chart	Project summary	Production record	Signature	Book complete

Completed Record Book Checklist	Yes	No
Identify and <u>achieve</u> at least 3 goals for the MY 4-H YEAR (green sheet).		
Complete all sections of the green sheet (My 4-H Year) journal form. (All Yes' must be checked to be given a completion.)		
Book submitted with completed green sheet, project & financial journal & animal journal (if animal was used).		
Project journal for at least 2/3 of the projects in which member was enrolled is complete.		
Each project needs to have 3 goals listed on the project journal.		
Project books requiring 7 completed activities must complete 7. Books that do not require the 7 completed activities must set project goals and complete at least 3 or follow the guidelines in the project book.		

Gold Seal Check List ³ ~ In addition to a completion above, the member must also	Yes	No
Project journal for each project in which member was enrolled is completed.		
Must participate in at least 3 additional learning activities and record them in journal.		
If animal is used, keep records for the animal in the animal journal.		
Include the project books for all projects. Project books that require 7 completed activities must complete 7. Books that do not require the 7 completed activities must set project goals and complete at least 3 or follow the guidelines in the project book.		

General Comments: _____

Reader's Signature: _____ Date: _____

³To compete for a county award, a member must have a gold seal on the record book!