Broadwater County 4-H
Record Keeping Tips

Types of Record Book Forms

Forms can be found on the county webpage, **www.msuextension.org/broadwater**, under the 4-H Forms & Resources section. You can either fill them in using the computer or print the form for handwriting.

Types of Forms:

My 4-H Year – One form required each year at the front of your record book. This form summarizes all of your general 4-H activities and achievements. You can also record non-4-H activities.

Animal Project Journal & Financial Record – Use one form for **each** animal project (i.e. market lamb, breeding beef, rabbit, horse, etc.). This forms tracks project specific activities, feed records, financials and health care.

Non-Animal Project Journal and Financial Record - Use one form for **each** indoor project (i.e. sewing, foods, leadership, leathercraft, etc.). This form tracks your project specific activities and financials.

Cloverbud Record Sheet – One set per year for each Cloverbud. This is a journal of all your 4-H activities.

4-H Story – Optional for yearend completion, but required to be eligible for awards. This is your opportunity to be creative and share a favorite experience from the 4-H year.

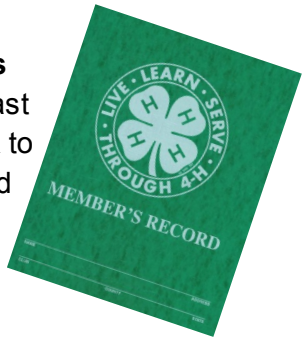
Use the Record Book Checklist to make sure you have covered all of the necessary forms. Contact the Extension Office or your club leader if you have questions.

Frequently Asked Questions

Why should I do my record book? A record book is your 4-H history. It tracks your goals, what you did and what you learned. They are a way to showcase your accomplishments and receive credit for what you did. Your record book will become an invaluable resource in high school as you begin to apply for scholarships and awards. It helps prepare you for the real life experience of keeping records.

What should I put the forms in? A record book cover is available from the Extension Office. A 3-ring binder also works well.

When is the record book due? If you are in a market livestock project, then your record book needs to be up-to-date at Fair and will be used in your livestock interview. Even though it's not required at Fair for other projects, this is still a good time to get your records current. All record books must be turned into your club leader by September 15. Club leaders will review the books and give you a period of time for revisions if necessary.

Are record books required? A record book is considered to be an essential part of the 4-H learning experience. Therefore, a completed record book is required to remain in good standing with the 4-H program. You must be a member in good standing to be eligible for scholarships and awards and sell livestock in the 4-H auction. Requirements for the Gold Seal of Excellence are included on the Record Book Checklist.

Any tips to make this process easier? Don't wait until the last minute! Bring your record book to each 4-H meeting or activity and fill it in before you leave. This will make it so much easier at the end of the year.