

Level 1 Record Book Instructions

(Level 1 for 3rd & 4th grade Junior members. Primary members may do Level 1 also.)

INSTRUCTIONS

- Use this *Record Book* to record all the things you do in 4-H this year. Put it in a notebook (binder or Acco prong fastener style). Separate each section with a tab divider. Each project should also have a tab divider. (see back for assembly order)
- You may want to do a separate 4-H scrapbook to keep ribbons, certificates, and programs in. Your *Record Book* is not a scrapbook.
- Use your records to look back at your progress during the year. This will be helpful when you make plans for next year.
- Be thorough in your record keeping. Your *Record Book* is judged on its completeness according to your project experience and ability.
- Your *Record Book* should be neat and legible. It should be the result of an on-going effort rather than a crash program at the end of the year.
- Primary and Junior members may use a #2 pencil or computer to complete their *Record Book*. Use correction fluid to fix errors if you cannot erase completely.
- The *Record Book* is your personal work. Keep it current as the year progresses. Do your **OWN** handwriting or typing. Your parents and leaders may help you, but not do the work for you.

“Pictures of my project” & “Project Related Materials” - Include 4-H pictures from your project work. In addition to photographs you may also include news clippings or letters. All items should be captioned and dated.

Project Add Sheets - Most projects have “Add Sheets” for special planning or recording needs (i.e. breeding records, animal health records, art project record, garden plan, etc.). *Project Add Sheets* are like keeping a diary of your project. Please ask the 4-H Office for help in selecting your *Project Add Sheets*. Primary members (K-2nd grade) are not required to complete the *Project Add Sheets*. Junior members (3rd-5th grade) need to complete the *Project Add Sheets*.

Permanent 4-H Record - The *Permanent 4-H Record* is an additional book added to your yearly *Record Book*. Unlike the yearly *Record Book* that you replace each 4-H year, the *Permanent Record* is used year after year. Use this to record your participation in leadership, public presentations, judging, and other activities and contests during the years you are in 4-H. Write the 4-H year and “None” for any activity you did not participate in. Do not leave any sections blank.

My 4-H Story - When you complete the 4-H program for this year, write your 4-H story. Answer the pre-printed questions on the *My 4-H Story* pages.

My 4-H Memories - This section should be related to your club, community, or school. It may contain pictures, news clippings, or letters. All items should be captioned and dated. Remember your 4-H *Record Book* is not a scrapbook. If you want to include ribbons in your *Record Book* take a photograph of your ribbons and use the photograph in place of the actual ribbons.

NOT REQUIRED! Comment Page - This section does not need to be completed for Thurston County Fair or for County Fall Awards.

For assistance and/or Record Book Leader Training dates contact the Thurston County 4-H Office at: (360) 786-5445 ext. 7913.

My 4-H Planning Calendar - Write down the events and activities you will be involved in. Keep track of important events such as 4-H meetings, county fair, camp, and project-related activities. Put all events/meetings in date order. Place a “check mark” after each event you attend.

Project Section - Use a separate *Project Plans* (project commitment), “*What I did in my 4-H Project this year*”, “*Pictures of my project*,” “*Project Related Materials*,” and *Project Add Sheet* for each of your projects.

Project Plans - This is an agreement between you, your project leader, and your parents about what you want to learn and how they will help you. Make sure you obtain the required signatures at the bottom of the page. Primary members should have 1-2 goals, Junior members should have 2-3 goals.

NOT REQUIRED! Project Diary - This section is not required for Thurston County Fair or for County Fall Awards.

“What I did in my project this year” - Look back at your *Project Plans*. Did you do or learn what you planned to learn?

Revised 2004

Replace the inside front cover of your record book with these instructions