



Alaska 4-H Record Book

Club Year _____

Name _____ Phone _____

Date of Birth _____ Age _____ Grade in School _____

Mailing Address _____ City _____ ZIP _____

Email Address _____

Club Name _____ 4-H Leader _____

District _____

SUMMARY OF PROJECTS COMPLETED IN CURRENT YEAR

TYPE OF PROJECT	YEAR IN PROJECT	DATE STARTED (M/D/YY)	DATE COMPLETED (M/D/YY)	WHERE EXHIBITED



COOPERATIVE EXTENSION SERVICE

University of Alaska Fairbanks

INSTRUCTIONS

1. Use this record book for all the things you do in 4-H this year. Use "save as" to save your entries and add to them as needed until your Record Book is completed for the year.
2. Use a separate **PROJECT INSERT** for each of your projects, e.g., general, livestock, equine, etc. This section is also printed separately for convenience.
3. There may be added sheets for projects with special planning or recording needs, such as breeding records, milk production, egg record, garden plan, horse certificate and shooting sports record. Check with the policy in your district.
4. Use your records to look back at the progress you have made during the year. This will be helpful when you write your year-end story and also when you make plans for next year.
5. When you complete your 4-H program for this year, write your 4-H story covering all projects.
6. The record book is your personal work. It should be kept current as the year progresses. Handwriting or typing should be your own. You may add pages if you run out of room for entries.
7. You may want to organize your records with tabs in a binder. Use a tab for each of these sections and organize in this order:
 - General Activities
 - Project Record—use a separate tab for each project. If a project requires an added sheet, put it at the end of that project section.
 - Story and Clippings
 - Comments and Signatures. Obtain signatures at the end of the year.
 - If necessary, separate your general record sheets to put your story, clippings and comment pages last.

SUGGESTIONS FOR YOUR PROJECT JOURNAL

DATE

This is a log of your actions. It should be kept up to date.

WHAT I DID OR MADE

List, in order, things you did or made. Examples are: purchased supplies, cooked dinner, taught my dog to heel.

HOW MUCH/HOW MANY

How much did you buy? How many people did you serve? How many pounds did your animal weigh? If this column doesn't apply to you, leave it blank.

COST

What was the total cost of the items you purchased? If you used feed or other materials given to you by others, estimate the cost. For many things you do, such as teaching your dog to heel, there will be no cost or income.

VALUE/INCOME

Record the amount you received for items sold or premiums won at shows; estimated value of items you made, or items raised and consumed at home.

TIME

Estimate the time you spent on this action related to your project. For some activities you may want to summarize weekly or monthly hours spent.

EXPLANATION/COMMENTS/WHAT YOU LEARNED

Briefly say what happened; what you learned; problems you had; how you feel about what you did or made.

4-H GENERAL ACTIVITIES

Your 4-H experience should include opportunities for developing leadership, giving public presentations and participating in citizenship and community service activities.

4-H LEADERSHIP:

List 4-H offices held, (such as club president, secretary, etc.) committees served on and other leadership activities where you helped or taught someone else. Include all club, community, district and state 4-H leadership activities.

DATE (M/D/YY)	EVENT/OFFICE/ COMMITTEE	WHAT I DID	WHO BENEFITED (INCLUDE NUMBER)

4-H PUBLIC PRESENTATIONS:

Include all demonstrations, illustrated talks, speeches and talent presentations given to your club, or in your community, that relate to any 4-H project or activity. Include all informal presentations as well as planned presentations given at fairs, contests, radio or TV talks or interviews.

DATE (M/D/YY)	PROJECT/ TITLE OF TALK	SUBJECT	WHERE GIVEN	NUMBER IN AUDIENCE

4-H CITIZENSHIP/COMMUNITY SERVICE:

List activities you did without pay to help others. Include activities done with your club as well as by yourself. News articles written, window displays or other 4-H promotional activities should be included here.

DATE (M/D/YY)	TYPE OF SERVICE	WHAT I DID	TIME SPENT	WHO BENEFITED (INCLUDE NUMBER)

4-H EVENTS ATTENDED:

List all 4-H noncompetitive events you attended, such as achievement programs, workshops, tours, rally day, camp, teen events, etc. Events have a definite time and place and can be project-related or general 4-H events.

DATE (M/D/YY)	EVENT/LOCATION	WHAT I DID/LEARNED	TIME SPENT

OTHER (NOT 4-H) GENERAL ACTIVITIES

Your 4-H experience should include opportunities for developing leadership, giving public presentations and participating in citizenship and community service activities.

LEADERSHIP:

List offices held in other organizations, (such as club president, secretary, etc.) committees served on and other leadership activities where you helped or taught someone else.

DATE (M/D/YY)	EVENT/OFFICE/ COMMITTEE	WHAT I DID	WHO BENEFITED (INCLUDE NUMBER)

PUBLIC PRESENTATIONS:

Include all demonstrations, illustrated talks, speeches and talent presentations given outside of 4-H. Include all informal presentations as well as planned presentations given at fairs, contests, radio or TV talks or interviews, etc.

DATE (M/D/YY)	TITLE OF TALK	PROJECT/ SUBJECT	WHERE GIVEN	NUMBER IN AUDIENCE

CITIZENSHIP/COMMUNITY SERVICE:

List activities you did without pay to help others. Include activities done with other organizations as well as by yourself. News articles written, window displays or other promotional activities should be included here.

DATE (M/D/YY)	TYPE OF SERVICE	WHAT I DID	TIME SPENT	WHO BENEFITED (INCLUDE NUMBER)

EVENTS ATTENDED:

List all noncompetitive events you attended, such as achievement programs, workshops, tours, rally day, camp, teen events, etc. Events have a definite time and place and can be general events.

DATE (M/D/YY)	EVENT/LOCATION	WHAT I DID/LEARNED	TIME SPENT

MY 4-H STORY

Write your story for the year in narrative form. Write as though you are actually talking to the reader. Include:

- Some things about yourself and your family.
- Information about each of your projects, but do not repeat your project highlights.
- Most important recognition you received such as honors, awards, trips.
- Your 4-H club experiences and how you were involved in your community and school.
- How you will apply what you have learned to other projects and life in general.

4-H CLIPPINGS AND CORRESPONDENCE

Include copies of newspaper clippings about your 4-H work and letters received by you through 4-H in the current year. Highlight your name in articles. (Optional — will not be judged.)

4-H ONGOING PROJECT HISTORY

Please list your 4-H projects from throughout your 4-H career here. This page is to be added to each year and transferred from year to year with your record book.

[illegible]

4-H ONGOING PROJECT HISTORY (CONTINUED)

Please list your 4-H projects from throughout your 4-H career here. This page is to be added to each year and transferred from year to year with your record book.

[illegible]

COMMENT PAGE

To be filled out by leaders, record book judges and others at the end of the year.

I have reviewed this record book and believe it to be correct.

Member _____ Date _____

Parent/Guardian _____ Date _____

Leader _____ Date _____

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University of Alaska Fairbanks

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Marla Lowder, Extension Faculty, 4-H and Youth Development