

4-H RECORD BOOK COMPLETION FORM

4-H Year 20____ to 20____

Member Name: _____

MY 4-H YEAR RECORD SHEET: Items should only be checked to verify that they have been completed. *Reviewer is not evaluating the appearance (i.e.: handwriting, neatness or quality) only the completeness.

	Complete	Incomplete	Comments
Records submitted by October 1 (or club deadline)			
List of 3 goals			
List of Projects			
Members signature			
Club/Project Meeting participation			
Committees/Office Summary			
Promotional Presentations			
Communications Activities			
Awards and Honors			
Activities, Events & Experiences			

NON-ANIMAL PROJECT/FINANCIAL JOURNAL: List all non-animal projects that the member is enrolled in and check off each completed section. Incomplete sections can be marked with an "I" or left blank until the member has had the opportunity to complete it. They should have a separate record sheet for EACH project.

[illegible]

ANIMAL RECORD AND JOURNAL: List all animal projects that the member is enrolled in and check off each completed section. Incomplete sections can be marked with an “I” or left blank until the member has had the opportunity to complete it. Member should have a separate record sheet for EACH project.

Project Name & Level	List 3 Goals & Sign	Value of animal	Feed record	Market Growth record	Sales	Other Expense	Health Care Chart	Project summary	Breeding Production record	Book complete	What I Did/What I Learned

Completed Record Book Checklist	Yes	No
Record Book contains <i>My 4-H Year Record Sheet</i> with all sections completed including 3 goals (identified and achieved) and the members signature.		
Project books submitted for <u>at least 2/3</u> of the projects the member was enrolled in. Project books contain all related journals <i>Non-Animal Project & Financial Journal</i> or <i>Animal Record & Journal</i> . EACH journal MUST list 3 goals (identified and achieved).		
Member has met the number of activities required for each project that a completed book and journal was submitted for. This number is different for each project, refer to “ <i>RECORD BOOK COMPLETION GUIDELINES</i> ” for criteria.		

****To compete for an Outstanding Member Award, members must receive a Gold Seal on their record book. To receive a Gold Seal a member must meet the criteria above AND the “completed” record book must contain project books and journals for ALL projects that they are enrolled in for the 4-H year.**

Gold Seal Check List ~ Additional Requirements	Yes	No
Has met criteria for completed record book containing project book and journals for <u>ALL</u> enrolled projects.		
Participated in at least 3 additional learning activities and recorded them on <i>My 4-H Year Record</i> .		

General Comments: _____

Reviewer’s Signature: _____ Date: _____