

# Lake County 4-H Record Book Guidelines

## General Information:

- ✓ Record books should be typed or neatly hand written.
- ✓ Record books should be prepared by the 4-H member with minimal assistance from the parents/guardians.
- ✓ Completing your record book should be an ongoing process. This should not be done all at one time.
- ✓ Only include the parts that apply to your 4-H year.

## Record books should be arranged in the following order:

### 1. **Lake County Project Area Pin Record**

- ✓ You use the same project area pin record sheet for your entire 4-H career, however every year you will have a new pins page. This page should be turned in at the end of the 4-H year so we know which pins you are applying for.
- ✓ To earn a pin in a project area you need to: be enrolled and have entered a project in that area for three years.

### 2. **4-H Member's Annual Report**

- ✓ A new annual report is required every year.
- ✓ Fill out as completely as possible.

### 3. **Meetings/Activities**

- ✓ Indicate if you attended the meeting, what your role was at the meeting (hosting, saying the pledge, etc.), and what other 4-H activities you participated in that month.

### 4. **Accomplishments/Leadership**

- ✓ Check off all accomplishments you have achieved this 4-H year. List details when necessary.

### 5. **Cumulative Reports**

- ✓ Only include the cumulative reports that apply to your 4-H year.
- ✓ Every project area needs a different page.
- ✓ You add to the same page every year until you run out of room.
- ✓ List all events you participated in or projects you exhibited this 4-H year.
- ✓ Be specific about ribbon placing and other awards received.

### 6. **Livestock Exhibit Financial Record**

- ✓ Calculate your profit/loss by listing all income and expenses for the year.
- ✓ Every project area needs a new financial record.
- ✓ Place the financial record behind the corresponding livestock cumulative report.
- ✓ Livestock Exhibit Financial Records are not cumulative, you need a new sheet every year and for every project area.

### 7. **4-H Story**

- ✓ Summarize your 4-H year by answering the questions provided.

### 8. **Photographs**

- ✓ Identify pictures with a short caption or explanation.

### 9. **Clippings**

- ✓ Underline or highlight your name in the clippings.



**Lake County**  
**4-H Member's Annual Report**  
 Year \_\_\_\_\_ - \_\_\_\_\_



Name: \_\_\_\_\_ Club: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Age (on Jan. 1 of current 4-H year) \_\_\_\_ Years in 4-H: \_\_\_\_

Parents'/Guardians' Names: \_\_\_\_\_

Club Leaders: \_\_\_\_\_

Club Officers

President: \_\_\_\_\_ Vice President: \_\_\_\_\_

Secretary: \_\_\_\_\_ Treasurer: \_\_\_\_\_

Reporter: \_\_\_\_\_ Other: \_\_\_\_\_

Exhibited Project Areas (What project areas did you exhibit in this 4-H year?)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

My 4-H Goals (What would you like to accomplish this 4-H year?)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

My Club Goals (As a club, what would you like to achieve together this 4-H year?)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## 4-H Meetings/Activities

Use this page to make brief notes about responsibilities, accomplishments,  
and leadership roles at 4-H club meetings and other 4-H activities.

(Examples: community service, 4-H week, project days, YIA events, state fair, state horse show, etc.)

<b>Month</b>	<b>Attended the meeting</b>	<b>Club Meeting Summary</b> (what was your role at the meeting?)	<b>Other 4-H Activities this Month</b>
October			
November			
December			
January			
February			
March			
April			
May			
June			
July			
August			
September			

## 4-H Accomplishments/Leadership

Directions: Put a check mark or X next to the tasks you accomplished this year. If done more than once, write the number of times completed.

\_\_\_ *First year members only:* I learned the 4-H pledge.

\_\_\_ I was a host or hostess for our club meeting.

\_\_\_ I led the pledge at a meeting.

I participated in the following leadership events:

\_\_\_ 4-H Camp

\_\_\_ Teen Leadership Camp

\_\_\_ Performing Arts Camp

\_\_\_ Citizen Washington Focus Trip

I earned the following special awards:

\_\_\_ Showmanship

\_\_\_ Round Robin

\_\_\_ Small Animal Showmanship Showdown

\_\_\_ Herdsmanship (earned as a club)

Other awards not listed \_\_\_\_\_

\_\_\_ I was elected \_\_\_\_\_ of our club.

\_\_\_ I served as a junior leader (Achievement Days pet show, kid's games, premium sale BBQ).

\_\_\_ I helped with the following community service projects (list):

\_\_\_ I promoted 4-H in the following ways (list):

\_\_\_ I was involved in these church, school, and community activities other than 4-H (list):







**Care, Labor and Outcomes Record**

*Purpose of a care, labor & results record is to clearly understand demands and outcomes of your animal project during the year and showcase the time put into the project area. In outcomes, address if you complete your goals for this project.*

<u>Labor</u>	<u>Hours Spent</u>	<u>What did you do?</u> Describe care for your animal(s)
October		
November		
December		
January		
February		
March		
April		
May		
June		
July		
August		
September		







### Learning Activities

List talks or demonstrations, posters or projects exhibited at Achievement Days related directly to shooting sports, or any state or national competitions attended.

Learning Activity	Location	Date

### Awards & Recognition

Ex: ribbon placing at state shoot and any other special awards

Event	Award/Ribbon Placing	Date

### Shooting Sports Story

*\*Complete this if shooting sports was the only project area you were involved in this year. If you were involved in other parts of 4-H, please complete your 4-H story instead.*

Type or write a narrative about your 4-H shooting sports project this year in the space below. Add pages as needed. Please include the following:

- Did you accomplish the goals you set at the beginning of the year? Why or why not? Please explain.
- What did you enjoy most about shooting sports this year?
- What were your accomplishments? (Ex: Did you make it to state? Improve your scores?)
- In what ways did you share your knowledge of shooting sports with others?

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