

Check List

Record Book Requirements

	<p><u>GREEN 4-H COVER-</u> Use the 4-H Record Book Cover available at the Extension Office or a binder.</p>
	<p><u>PICTURE OF YOURSELF-</u> On the first page, mount one photo of yourself on a single sheet of paper. Print or type name, age, club, and county below the photo. Pictures should be at least 2"x3" and not more than 5"x7". Never write on front or back of the photos.</p>
	<p><u>TABLE OF CONTENTS</u> - On the second page, list sections included in record book, including NM 4-H Report Form, 4-H Story, and projects listed individually.</p>
	<p><u>MORA COUNTY 4-H FORM-</u>This is the first section of the record book following the table of contents and is completed and signed by the 4-H member, parent and organizational leader. It is the responsibility of the member to get the proper signatures, not the county agent or leader.</p>
	<p><u>4-H STORY-</u> The second section is story about the 4-H member's year.</p> <ul style="list-style-type: none">• Name, age, where you live and how you became interested in 4-H,• State the goals you set for yourself and your success or failure in reaching them,• Summary of projects for the year• Club activities and meetings,• Citizenship, leadership and out-of-county activities,• Major accomplishments,• Summary of how 4-H made you better person,• Tell what goals you hope to achieve for yourself next year.
	<p><u>PROJECT RECORD INFORMATION-</u> Each project should be it's own section and include:</p> <ul style="list-style-type: none">• Project Record Form- Use correct form for each project. Contact Extension Office if you have questions.• Project picture and newspaper clipping- Mount on thick paper and include informative caption. Picture of ribbons, certificates and awards may be included, but not the actual award.
	<p><u>GENERAL PICTURES & CLIPPINGS-</u>The final section. Mount on thick paper so that articles on back don't show through include informative caption. Include items of 4-H activities not related to a specific project.</p>

List of current record book forms that should be used

- Foods Project Record Sheet 300.A-20 (R-2018)
- General Project Record Sheet 300.A-7 (R-2018)
- Livestock/Animal Project Record Sheet 300.L-5 (R-2018)
- Self Determined Project Record Sheet 300.SD.1 (R-2018)
- Shooting Sports Project Record Forms
- Archery Project Record Sheet 300.F-3 (R-2018)
- Muzzle loading Project Record Sheet 300.F-40 (R-2018)
- Pistol Project Record Sheet 300.F-39 (R-2018)
- Rifle Project Record Sheet 300.F-38 (R-2018)
- Shotgun Project Record Sheet 300.F-1 (R-2018)

Additional Guidelines

- Record books should be the work of the 4-H member, completed with guidance from parents.
 - Younger 4-H'ers may use pencil to complete forms.
 - Senior 4-H members should use a computer to complete forms.
- Include pictures of ribbons, certificates, and awards, but not the actual item.
 - Take pictures and save newspaper clippings throughout the year.
 - Use dividers with labeled tabs between sections.
 - Include records and material for the current 4-H year only.
- Keep previous years' records for reference and use if applying for state record book.
 - Make sure information and calculations are accurate.
 - Consider making a photo story with pictures.
 - Be neat, even if records are hand written.
 - Begin record book early to ensure it is completed by the deadline.

Signatures

- Make sure leaders sign forms prior to turning in record book.

Scoring

- All members who complete at least one project and meet requirements to complete the 4-H year will receive a membership pin.

Record Book Requirements Per Age Group

Project Form	Senior	Junior	Novice
Livestock/ Horse	Complete	Basic Financial Summary	Exclude Financial Summary
General Project	Complete	Basic Financial Summary	Exclude Financial Summary
Foods Project	Complete	Basic Financial Summary	Exclude Financial Summary
Shooting Sports	Complete	Basic Financial Summary	Exclude Financial Summary

NOTE: PROJECT STORIES ARE NOT REQUIRED FOR ANY AGE GROUP

Tips for financial summary:

Basic financial summary should include cost and sale price of the animal, feed, and veterinary expenses.

Complete financial summary should include all reasonable expenses.

- Include infrastructure cost if built or repaired specifically for 4-H project.
- If existing infrastructure is used, do not include cost, but make note in opening and closing inventory.
- Include fuel for travel for shows other than County Fair.