

Record Book Completion Check Sheet

Criteria for Complete 4-H Record Sheets

Each member must complete one “My 4-H Year” form, and a “Project and Financial Journal” form for each project submitted for the fair. If the project is an animal, the member must complete an “Animal Journal” form for each animal.

Only one “My 4-H Year” has to be completed for the entire year.

- _____ Enroll in and complete at least one project
- _____ Identify and achieve at least 3 goals for the 4-H year
- _____ Submit your book which includes, as a minimum, the “My 4-H Year” form, followed by the Project and Financial Journal, and if an animal is owned, the Animal Journal. You may include other things to personalize your book (i.e. photos, articles, ribbons, memorabilia)
- _____ Complete all sections of the “My 4-H Year” journal form
- _____ Participate in at least 3 additional learning activities during the 4-H year and record them in your journal (i.e. speeches, demonstrations, judging, public presentations, etc.)
- _____ List any awards and honors received – both in 4-H and other
- _____ Complete the “Project and Financial Journal” for each project in which you are enrolled
- _____ If an animal is owned, keep records for it on the “Animal Journal” according to the type of project carried (i.e. breeding, market, companion animal, other)

Criteria for Complete 4-H Project Books

Each 4-H project has unique and specific guidelines for project completion. For all the animal science projects, foods, sewing & textiles, child development, entomology, woodworking, electricity, aerospace and others, the following general guidelines apply:

- Complete a minimum of seven activities found in the project book within the 4-H year.
There are usually 21 activities required to complete the book; therefore completing the project for the year does not necessarily mean completing the level.
- Complete the appropriate minimum number of required and optional activities in each level within 3 years. Many will move along more quickly, but all 4-H members should aim to complete their project book in at least 3 years. Usually this means completing 14 of the required activities found in most project books and 7 of the optional. The number of required and optional activities many vary from project to project.

For more information on completing Montana 4-H Record Sheets, please see *For the Record: Guide to Completing Your 4-H Records, #5277*