

## 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 at least 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***