

4-H PROJECT RECORD BOOKS

Although 4-H record keeping isn't the most exciting of tasks, it is a necessary skill that is an important part of the 4-H experience. Remember, if you do not turn in a record book, you cannot receive a pin recognizing your work within your project area or areas. The following are the changes and a few tips to help you in completing your 4-H record book:

- The Original Delaware 4-H Record General Information Sheets (4 pages), 4-H Activity Pictures and 4-H Story will be submitted in a separate book. This will assist in allowing this section to be judged more quickly and not hold up the judging of any other project areas. We will continue to require **copies** of the General Information Sheets to be included in each individual project book as was done last year. **Note:** Copies of the 4-H Activity Pictures and 4-H Story **are not required** in the individual project books.
- The 4-H Story is located after the activity pictures. It should be a narrative of the past year's 4-H work and should focus on your successes, failures, and experiments and should be no more than 500 words.
- Place the General Information Sheet with 4-H Activity Pictures and 4-H Story as well as each project record in a separate sturdy folder with your name, club, and project on the cover. (Note: If you have 4 projects, you will need 5 separate folders ---- 1 for the General Information and 4 for your project information)
- A table of contents should be included in each book submitted. It should be located immediately inside the cover. It should detail all pages in the book; however, pages do not have to be numbered.
- All project information sheets should be completed as accurately as possible. On the **first page** of the information page, list things that you have learned from your project training books. On **page two**, detail your income, expenses, and size of your project as well as any awards or recognition you have received. On the **third page**, list any activities or experiments you have completed this year in your project area. You may add **two additional pages** to each project information sheet for documenting your project with pictures and samples. **NOTE: Photography project records may add an additional two pages** of pictures to document their project area.

We hope this information is helpful and your successes from the past 4-H year are accurately listed. Remember your record book must be signed by a parent, your leader and by you.

Good Luck and happy record keeping!!!