

LEWIS & CLARK COUNTY 4-H RECORD BOOKS AND PROJECT COMPLETION

4-H PROJECT LEADER GUIDE

Record books are an integral part of any 4-H project. Recording goals, costs, achievements, lessons learned, and self-evaluations are very important skills 4-H strives to instill in members. Record books are also valuable as documentation of a member's 4-H accomplishments.

Any project submitted for judging at Fair will require a record book check prior to bringing the project to the Fair. Each project leader/superintendent is responsible for ensuring members enrolled in their projects have sufficient documentation to continue on to fair. **If record books are deficient, the project leader/superintendent has the discretion (with consultation from Extension Agent) to allow and delay in completion of record books to ensure completeness.** We aren't trying to block kids from entering Fair, we are trying to make a more quality learning experience.

The last day to add or drop a project for the 4-H year is May 1st. All members wishing to participate in the Fair are required to have their project leader/superintendent's approval of their record books between May 1st and June 10th. Leaders of projects completed in advance of fair have discretion of developing completion dates of their record books.

Record Book Check Process

On May 1st you have the option of accessing 4-HOnline and printing/saving the 4-H members enrolled in your project or requesting an enrollment report from the Extension Office. These project members should be inputted into the Project Leader Record Book Review Form. **Project leaders/superintendents are required to have the Project Leader Record Book Review Form submitted to the Extension Office by June 10th. This form is available in [Word](#), [PDF](#), and [Excel](#) (please click the links for access).** As a reminder, all fair entries are due to the Extension Office by June 15th.

You, as the project leader, can decide when/how you will review record book forms and/or project books. Options for reviewing record book forms/project books include:

- E-mailing a PDF version of the record book forms/project books
- E-mailing images of the record book forms/project books
- Physically reviewing the record book forms/project books
- Reviewing and signing off on record book forms/project books during regular project meetings between May 1st and June 10th
- Choosing a specific day for record books forms/project books to be reviewed between May 1st and June 10th
- Waiting for the record book check day on May 27th At 6:30 pm at the Bill Hamilton Building to physically review record books forms/project book

What Am I Looking For?

When checking record books, 4-H members should have the [LEWIS & CLARK COUNTY 4-H RECORD BOOK COMPLETION CHECKLIST](#). You can use this checklist as a guide for how complete their record book forms/project books are. This form should be kept with the youth's record book so it can be completed by other project leaders, and will be submitted to club leaders by August 31st for the final record book check. This form can be sent electronically by using the fillable PDF found [HERE](#).

Members enrolled in an Independent Study will have project forms reviewed and checked by the project leader of that study. They should include an additional [4-H Project Plan](#) (click the link for access). Any 'self-determined' projects will have record books reviewed by the Extension Office.

Record books should be complete up to the review date. It is understood much of the records will not be complete until after Fair is over. Typically this means the members should have:

1. Their project records submitted by June 10th
2. Three goals and details on if they met their goals (again, depends on their progress in the project)
3. Records of any activities they completed (What they did and what they learned)
4. A project book (unless you allow them to substitute project meetings for the project book)
5. A record of finances up to that point.

We want to ensure members are regularly updating their records throughout their 4-H year. This is a great opportunity to offer feedback on the member's project and answer any questions concerning Fair entries. This should not be a barrier for participating in Fair. Please let the Extension Office know if you have any questions or concerns.

Please clearly communicate with your 4-H members early and often about how you will check record books and what you will be looking for. Please also share this information with the Extension Office so we can include it on your project page and answer questions at the office. An easy way to share this information with the Extension Office is to fill out [this form](#).