LEWIS & CLARK COUNTY 4-H RECORD BOOK COMPLETION CHECKLIST

Criteria for a Complete 4-H Record

Name: _____ 4-H Club: _____

My 4-H Year Project Journal (One per year)

	Complete?	***Comments***
Full Records submitted to Club Leader by ***August 31*** deadline		
List of Projects		
List 3 goals and details about how or if goals were completed.		
Club/Project Meeting Participation		
Committees/Office Summary		
Promotional Presentations		
Communications Activities		
Awards & Honors (4-H and Other)		
Activities, Events & Experiences		
Member's Signature		

My Non-animal Project Journal & Financial Record (One for each non-animal project)

	Project Name:	***Project Name:***	***Project Name:***	***Project Name:***	***Project Name:***	***Project Name:***	***Project Name:***	***Project Name:***
Project Records Submitted by June 10th								
Three (3) Goals Listed								
Details about how or if you met your goals								
When You Did It-What You Did-What You Learned								
Record of Project Finances								
Financial Summary								
Project Journal Complete?								

My Animal Project Journal and Financial Record (One for each animal project)

	Project Name:	***Project Name:***	***Project Name:***	***Project Name:***	***Project Name:***	***Project Name:***
Project records submitted by June 10th						
Three (3) Goals Listed						
Details about how or if you met your goals						
When You Did It-What You Did- What You Learned						
Value of Animal Purchased						
Value of Animal owned at End of Project						
Feeding Record						
Market Animal Growth Record						
Expenses other than feed						
Health Care Chart						
Sales Record						
Production Record - Breeding						
Project Summary						
Project Journal Complete?						

Club Leader Approval: _____Date: _____

Comments:

- *4-Hers must COMPLETE their record books according to the completion criteria or they will not be allowed to exhibit or sell any item at the following Lewis & Clark County 4-H Fair.*
- *Record books are used to determine years completed in 4-H. The number of years a 4-H member has completed may affect scholarship selection results.*
- *Record books will be reviewed for completion by project leaders between May 1st-June 10th and club leaders on August 31st.*
- *4-H member can submit alternate forms of records (app, video, audio) provided they contain all the criteria in an organized manner.*