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.

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
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.

Members enrolled in an Independent Study will have project forms reviewed and checked by the project leader of that study. 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. We want to ensure members are regularly updating their records throughout their 4-H year.

Questions about specific record book requirements should be directed to the project leader/superintendent of the individual projects.

**PROJECT LEADER RECORD BOOK REVIEW FORM (Preview)**

YEAR: _________________________  DUE TO EXT. OFFICE: June 10th

NAME OF PROJECT: __________________________________________________________

LEADER SIGNATURE: ____________________________ DATE: ___________

- You can only check off Record Book project pages for your project area.
- You can only check off Record Book project pages between May 1st and June 10th.
- You must make contact with each member in your project to determine whether or not they plan on getting their record book checked for Fair.
- You are required to attend the Record Book Review on ________________ unless you’ve made contact with all your project members by that date.

<table>
<thead>
<tr>
<th>MEMBER NAME</th>
<th>MEMBER CONTACTED (YES/NO)</th>
<th>RECORD BOOK COMPLETED? (YES/NO)</th>
<th>SUGGESTED LEVEL FOR NEXT YEAR?</th>
</tr>
</thead>
</table>