Flathead County
4-H Record Book Completion Guidelines

All record books need to be turned-in to clubs as close to October 1 as possible. If a record is not complete, each member has until October 25 to work again on his/her record and bring it up to the minimum standards for completeness. Clubs must turn in the member completion list to the County Extension Office by November 1. They need to indicate the gold seal record books on the form.

As a person checking the book in a club, your job is simply to review each book to determine whether it has met the minimum qualifications for being "COMPLETE". You are not judging the quality of the book. The use of different colored ink and handwriting do not count as deductions. Participating in fair does not mean it is complete. Members do not have to participate in the fair.

Completed Record Book – This is a recommended qualification to receive a "completed".
- Complete records for at least 2/3 of the projects you are enrolled in on June 1 of the 4-H year. Example – 2 of 3 projects must be completed, 3 of 5 projects must be completed, 5 of 9 projects must be completed.
- Identify and achieve at least three goals for the 4-H year on "My 4-H Year"
- Submit your book which includes, as a minimum, the completed "My 4-H Year", followed by the project/financial journal, and if an animal is used as a project, the animal journal. You should include other things to personalize your book (e.g. photos, articles, ribbons, memorabilia) The project books that require 7 completed activities must complete 7. Books that do not require the 7 completed activities need to follow the guidelines written in the book. Horse books must be complete. If no guidelines are written you must set project goals and complete at least 3 project goals for the project to be considered complete. One Project/Financial Journal can be used if the same animal is used in more than 1 project. Example – breeding and market swine, 1 horse in the ranch and rodeo project.
- Include the project book from the completed project
- Each project needs to have 3 goals listed on the project journal
- Complete all sections of "My 4-H Year" journal form

Gold Seal Record Book – Gold Seals are awarded at the club level.
- Complete the project/financial journal for **each** project in which you are enrolled
- Participate in at least three additional learning activities during the 4-H year and record them in your journal (e.g. speeches, demonstrations, judging, public presentations, fair interview judging, 4-H promotion, teen leadership, etc.)
- To compete for county awards a member must have a gold seal on your record book. Anyone can be nominated for county awards but must have a gold seal to compete for county award.
- If an animal is used as a project, keep records for the animal on the animal journal
- Include the project books for all projects. The project books that require 7 completed activities must complete 7. Books that do not require the 7 completed activities need to follow the guidelines written in the book. Horse books must be complete. If no guidelines' are written you must set project goals and complete at least 3 project goals for the project to be considered complete.
- Identify and achieve at least three goals for the 4-H year on "My 4-H Year"

- Submit your book which includes, as a minimum, the completed "My 4-H Year", followed by the project/financial journal for each project, and the animal journal for every animal owned. You should include other things to personalize your book (e.g. photos, articles, ribbons, memorabilia).
- Each project needs to have 3 goals listed on the project journal
- Complete all sections of "My 4-H Year" journal form.

PROJECT RECORD SHEETS

(All record sheets are available at http://msuextension.org/flathead/flathead4h.html scroll toward the bottom.)

My 4-H Year

The front page must be completed including three goals and leader's signature. Every section must have something listed, including promotion and communication. If nothing was done in an area or section of a record sheet, write "none". You should have a project sheet (blue) for every project listed on the green sheet. A picture including you should be included.

Non- Animal Project and Financial Journal

Project/financial journals are needed for every project. Project sheets need to contain the name of the project and the year these records were kept. Every section needs to have something written in it, including three goals and financial records. Financial totals need to be transferred to the back page to be complete. Financial totals for animal projects should also be listed on the animal sheet. One Project/Financial Journal can be used if the same animal is used in more than 1 project. Example – breeding and market swine, 1 horse in the ranch and rodeo project.

Animal Record and Journal

Animal sheets need to be included for every livestock project, including cat, dog and pocket pet. They are for all animal projects, not just market projects. Animal records need to include the animal category (e.g. beef, dog, etc.), the member's name and the year these records were kept. Every section needs to be written in (if nothing applies, write "none"), and the back page needs to have the leader's signature.

DEADLINES

Club record book recommended deadline - Oct. 1 – clubs can make this deadline earlier.
County record book deadline – Organizational Leader turn in completed form – Nov. 1
Awards available to pick up at the Extension Office - Nov. 15
Check the project completion list if you have questions about project completion.

- Updated 3/17