



CANADA
4-H Saskatchewan

4-H RECORD BOOK At-Home Worksheet

What is a Record Book?

- A written record of what a 4-H member does in a year
- 4-H members receive a General Record Book, a project record book, and project manual from the 4-H Office
- These books are included in a member's overall "Record Book"

Why is it important to keep a Record Book?

- Provides a record of information learned in a project over the year
- Records effort, time and money put into project
- Teaches record-keeping skills that 4-H members can use later in life
- Keeps a permanent record of completed achievement that members can be proud of and show to others
- Is a requirement of 4-H Saskatchewan in order to complete the 4-H year



4-H RECORD BOOK WORK SEARCH

I B S Y Y S A M P L E S P R X G P P
H M A N U A L A R T I C L E S E A I
I B J M B H J A J J Z X Y S L N M M
Q S D I V I D E R S B B L O O E P A
I N F O R M A T I O N M Z U W R H T
D D E V A L U A T I O N S R C A L E
K P I C T U R E S W Z U P C T L E R
A X H P R O J E C T J Z P E M N T I
G O A L S S Q R Z F W F I S D W S A
B I N D E R R E C O R D B O O K Q L
A M E E T I N G S X M G A P Q H L S
I C O V E R A C T I V I T I E S A D

ACTIVITIES
ARTICLES
BINDER
COVER
DIVIDERS
EVALUATIONS

GENERAL
GOALS
INFORMATION
MANUAL
MATERIALS
MEETINGS

PAMPHLETS
PICTURES
PROJECT
RECORD BOOK
RESOURCES
SAMPLES

The Cover Page

The cover page of your Record Book is the first thing anyone sees. It should be inviting so people will want to look in your book, and it should also include important information so people know whose book it is and what it's all about. Your Record Book should include the following information: Name, Club Name, Project, Age Category, 4-H Year, Club Logo or 4-H Saskatchewan Logo.

Record Book Sections

4-H Saskatchewan recommends that 4-H members divide their books up into at least four sections. Below are the sections we recommend, though you can have more. Watch that you don't have too many, as you will lose the importance of finding information. Remember, each skill level will have different required information:

4-H GENERAL RECORD BOOK SECTION

- General record book from the 4-H office
- Your name, address, age and years in 4-H
- Club name, General Leader and all leaders and members
- All general meeting and special activities, including location, date and your responsibilities
- Project goals and records and evaluations
- Remove pages not assigned to you or write N/A on them

4-H PROJECT RECORD BOOK SECTION

- Project material – project record book, manual, workbook, lesson sheets, instructions, etc.
- Record of all project meetings, project members, and project leaders
- Patterns and samples (mounted securely)
- Any pictures or other information about your project
- Record of any resources you used – internet, library books, advice of an expert, TED talks, classes you attended, etc.

ACTIVITIES SECTION

- Details of club activities (other than meetings or project-specific items)
- Note what the activity was, as well as the date, location, and any responsibilities you had at that event
- Includes: fundraisers, community service activities, special events and guest speakers, etc.
- Include event programs, brochures and pictures
- Include copies of your 4-H speech and judging cards,
- List district, regional or provincial activities that you participated in
- Include regional newsletters and articles on events you attended

GENERAL 4-H INFORMATION

- General 4-H information that you have collected throughout the year
- 4-H articles from newspapers and magazines
- Information about 4-H Saskatchewan and 4-H Canada
- Mailouts, handouts, pamphlets or articles from Regional 4-H Specialist or 4-H Saskatchewan.

Club Name Here!



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Record Book Tips & Tricks

Here are some tips on how to make your Record Book fun and unique!

- Do it yourself!!!
- Use a binder for easy access to pages
- Include page dividers and a table of contents
- Do not use pencil—always pen or printed paper from your computer
- Use white-out to correct mistakes
- Familiarize yourself with the Saskatchewan 4-H Record Book Score Sheet!
- Work on your book after Project Meetings, not just before Achievement Day!
- Don't be afraid to get artistic in your book—use colour, drawings, pictures, white space, etc.
- Make sure photos, newspaper clippings, etc. are mounted securely in your book
- Check spelling and use dictionary if needed
- Ask older members for help and advice
- Check calculations and figure them out on a separate sheet of paper before entering them in record book