4-H Member Record Book Check List

Use the list below to make sure that you are ready to submit your record book. Check off that you have completed all of the needed sections below before you submit your record book.

**Cover**

* Photo of 4-H Member
* Member Name
* Participation
	+ Current Year
	+ Age
	+ Grade
	+ Years in 4-H; Cloverbuds + this year
	+ Club Name

**Supporting Documentation**

* 4-H Member Summary
	+ Project Name
	+ How many years in each project
	+ Offices that you’ve held in your 4-H Club/Youth Leaders
	+ Committees I served on or things I’ve helped with (if it applies to you)
* 4-H Club & Project Participation & Activity Participation
	+ Did you include what events and activities you’ve participated in over the year?
* My 4-H Story
* Goal Setting
	+ Include a clear statement of your goal per each project
	+ Why did you pick this project area
	+ What do you want to learn or do
	+ Did you **go beyond** "I want a blue ribbon at the fair"?
* Financial Records
	+ Did you include how much money was spent?
	+ Did you include any money earned?
	+ Did you include your hours?
* Reflection Part 1
	+ Did you include highlights of your project (consider labeling this section so evaluators know this is your highlight)
	+ Did you include lowlights of your project (consider labeling this section so evaluators know this is your lowlight)
* Reflection Part 2
	+ Did you include how you grew (what changes have happened because of what you learned)?
	+ Did you include how you shared what you learned?
* Reflection Part 3
	+ What could you do to do better next year?
	+ Did you include why you would do this to improve?
* Written & Visual Component
	+ Do you have all the parts? (If you check off all the items here; you have all the parts!
	+ Your Evidence parts can be written or visual (pictures, newspaper clippings, certificates, etc.)
	+ Did you label visuals if appropriate?
* Evidence of Effort
	+ When your work is evaluated, will the evaluator see that you spent time completing and thought about each part?
	+ Is your work neat and organized?

**Prior to submitting your work, you may want to have someone look over your work and give suggestions. This person could use the above list.**