

**Record Book Instructions
2024-2025 St. Johns County 4-H**

- Cloverbud Junior
 Intermediate Senior

Your record book fulfills several purposes: it keeps a record of your 4-H work, and it serves as a lifelong memory of what you did in 4-H. Record Books are due **June 2, 2025**.

For a document to qualify as a record book for judging and Clover Award purposes it must include the following:

- Project Report Score Sheet**
 - My 4-H Project Report**-Choose your correct age level and fill it out completely.
 - Project Book/Educational Materials**-A 4-H project book is preferred.
 - Photos with captions**- Up to 3 pages of photos relating to the project with informative captions.
 - Additional Materials that pertain to your 4-H Project**- Additional photos, news clippings, articles, contest/show score sheets, ribbons, event programs, certificates, and anything else relating to project or club activities you want to include.
- All sections must be completed by the 4-H member. It is preferred that the information is handwritten, however, typed submissions are acceptable.
 - Fill in **all** the blanks. If it does not apply, you can put: “n/a” (not applicable), however, before putting “n/a”, be sure to talk to your 4-H leader or agent to discuss some ideas for a possible response.
 - *A My 4-H Project Report Score Sheet* should be attached to the cover or placed in the sleeve of your binder for each Record Book you submit. The score sheet provides the judging criteria and is available from the 4-H Office or online.
 - It is okay to use a pencil, pen, or marker. Pay attention to spelling, grammar, and sentence structure. Neatness counts! Age level and 4-H experience will be taken into consideration.
 - Be creative! You can mount pictures, draw pictures, use colored construction paper, different kinds of binders, etc....make it fun, something that represents you.
 - Remember that accomplishments are not just awards won. Setting goals and fulfilling them and learning life skills should always be your focus. Use the Targeting Life Skills Model at the end of the packet to select the life skill(s) you want to make a goal for.
 - You can choose to have your Record Book reviewed on a non-competitive basis (green ribbon).
 - All project books must include a Project Report with photos to be considered record books for judging purposes. This includes Secretary and Treasurer Records. Horse project books, Building My Portfolio, and Senior Scholarship Application packets do not require Project Reports.
 - Multiple record books from each member need to be from *different* project areas.
 - Signatures are required. Get your parent, leader, and 4-H agent’s signatures before **June 2, 2025**.