

RECORD BOOK COMPLETION CHECK SHEET

You have an important responsibility. Your job, as a record book review committee, is to check each record book turned in for completeness, **NOT TO JUDGE IT ON QUALITY!** Young people and adults have both made it clear--they do not want record books to be used as the sole source of documentation for project awards selection. Instead, counties are encouraged to use interviews and a simple nomination form as a basis for determining award winners.

Your job is simply to review each book to determine whether it has met the minimum qualifications for being "**COMPLETE.**"

If the record book is NOT complete, each youngster has one month to work again on his/her record and bring it up to the minimum standards for completeness. Every completed record book should be affixed with a "Gold Seal of Excellence" sticker or similar recognition.

Criteria for a Complete 4-H Record

- _____ enroll in and complete at least one project
- _____ identify and achieve at least 3 goals for the 4- H year
- _____ submit your book which includes, as a minimum, the "My 4-H Year" form, followed by the Project and Financial Journal, and if an animal is owned, the Animal Journal. You may include others things to personalize your book (e.g. photos, articles, ribbons, memorabilia).
- _____ complete all sections of the "My 4-H Year" journal form
- _____ participate in at least 3 additional learning activities during the 4-H year and record them in your journal (e.g. speeches, demonstrations, judging, public presentations, etc.)
- _____ list any awards and honors received--both 4-H and other
- _____ complete the Project & Financial Journal for each project in which you are enrolled
- _____ if an animal is owned, keep records for it on the Animal Journal according to the type of project carried (e.g. breeding, market, companion animal, other)

It's that simple. If the record book you review meets each of these criteria, affix a "Gold Seal of Excellence" and sign your name to the first page on the form "My 4-H Year."

