**LEWIS & CLARK COUNTY 4-H RECORD BOOK COMPLETION CHECKLIST**

**Criteria for a Complete 4-H Record**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4-H Club: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**My 4-H Year Project Journal (One per year)**

|  |  |  |
| --- | --- | --- |
|  | **Complete?** | **Comments** |
| Full Records submitted to Club Leader by **August 31** deadline |  |  |
| List of Projects |  |  |
| List 3 goals and details about how or if goals were completed. |  |  |
| Club/Project Meeting Participation |  |  |
| Committees/Office Summary |  |  |
| Promotional Presentations |  |  |
| Communications Activities |  |  |
| Awards & Honors (4-H and Other) |  |  |
| Activities, Events & Experiences |  |  |
| Member’s Signature |  |  |

**My Non-animal Project Journal & Financial Record (One for each non-animal project)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Project Name:** | **Project Name:** | **Project Name:** | **Project Name:** | **Project Name:** | **Project Name:** | **Project Name:** | **Project Name:** |
| **Three (3) Goals Listed** |  |  |  |  |  |  |  |  |
| **Details about how or if you met your goals** |  |  |  |  |  |  |  |  |
| **When You Did It-What You Did-What You Learned** |  |  |  |  |  |  |  |  |
| **Record of Project Finances** |  |  |  |  |  |  |  |  |
| **Financial Summary** |  |  |  |  |  |  |  |  |
| **Project Journal Complete?** |  |  |  |  |  |  |  |  |

 **My Animal Project Journal and Financial Record (One for each animal project)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Project Name:** | **Project Name:** | **Project Name:** | **Project Name:** | **Project Name:** | **Project Name:** |
| **Three (3) Goals Listed** |  |  |  |  |  |  |
| **Details about how or if you met your goals** |  |  |  |  |  |  |
| **When You Did It-What You Did-What You Learned** |  |  |  |  |  |  |
| **Value of Animal Purchased**  |  |  |  |  |  |  |
| **Value of Animal owned at End of Project** |  |  |  |  |  |  |
| **Feeding Record** |  |  |  |  |  |  |
| **Market Animal Growth Record** |  |  |  |  |  |  |
| **Expenses other than feed** |  |  |  |  |  |  |
| **Health Care Chart** |  |  |  |  |  |  |
| **Sales Record** |  |  |  |  |  |  |
| **Production Record - Breeding** |  |  |  |  |  |  |
| **Project Summary** |  |  |  |  |  |  |
| **Project Journal Complete?** |  |  |  |  |  |  |

Club Leader Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments:

* *4-Hers must COMPLETE their record books according to the completion criteria or they will not be allowed to exhibit or sell any item at the following Lewis & Clark County 4-H Fair.*
* *Record books are used to determine years completed in 4-H. The number of years a 4-H member has completed may affect scholarship selection results.*
* *Record books will be reviewed for completion by club leaders on August 31st.*
* *4-H member can submit alternate forms of records (app, video, audio) provided they contain all the criteria in an organized manner.*