4-H Record Book Checklist

Have you included the following in your 4-H Record Book?

Introduction of Member

☐ Year ☐ Number of years in 4-H

☐ Photo of 4-H Member ☐ Grade in school as of January 1, current year

☐ Name ☐ Number of meeting held by 4-H club this year

☐ 4-H Club ☐ Number of meetings attended (_____ = _____%)

☐ Age as of January 1, current year

My 4-H Activities

☐ List of your 4-H activities this year* *(Use the 4-H Year in Review form or create your own)*

☐ Tell your story... Select one or more of your favorite 4-H activities.
Tell about the activity using illustrations, photos (include a couple of
descriptive sentences) or write a paragraph or a story about the activity.

☐ Optional: Newspaper clippings, agendas, programs, etc.

My 4-H Projects

☐ 4-H Project Goals* *(Use the 4-H Project Goals from or create your own)*
List all of your projects and include a minimum of one goal per project.

☐ Tell your story... For each of your projects, use photos with short descriptions, or write a
narrative report. What did you do in your 4-H projects? Were you able to accomplish
your goals? Did anything unexpected happen? What did you learn?

☐ 4-H Project Feedback* – Have a 4-H leader, parent or peer complete a Project Feedback
form for a minimum of one project.

☐ Financial Records* - Required for 6th grade and up.
Non-animal project members - Complete one financial record. You select which project.
Animal project members - Complete a record on one animal. If you also have non-animal
projects, you will do two financial records—One animal record and one non-animal record.

☐ Optional: Ribbons, receipts, programs, newspaper clippings, etc.

Demonstrations and Public Speaking

☐ Include 4-H demonstrations and all public speaking activities (radio interviews, presentations
at 4-H meetings or project meetings, telling a group about 4-H, presenting an award or making
an announcement at a 4-H club meeting). Include a few sentences about your speaking
activity-who, what, when and where. Photos and/or video are encouraged.

My 4-H Timeline*

☐ This is a permanent record of all your 4-H experiences. It should be updated each year to
include your 4-H projects, community service activities, leadership experiences and MORE!

*4-H record forms are available at the Extension office and at https://richland.extension.wisc.edu/

If you choose to 'Design Your Own Pages' or 'Create a Digital 4-H Record',
you will NOT need to fill out the 4-H record forms, but you need to include
the information from these forms on the pages you create.