

## Record Book Completion Check Sheet

### Criteria for Complete 4-H Record Sheets

Each member must complete one “[My 4-H Year](#)” form, and a “Project Journal and Financial Record” form for each project enrolled in for the year. If the project is an animal, the member must complete the “[Animal Project Journal and Financial Record](#)” form for each animal. \*Only one “[My 4-H Year](#)” has to be completed for the entire year.\*

- \_\_\_ Enroll in and complete at least one project for the year
- \_\_\_ Identify and achieve at least 3 goals for the 4-H year (October 1-September 30)
- \_\_\_ Submit your book to 4-H Club or Project Leader which includes, as a minimum, the “My 4-H Year” form, “[Non-Animal Project Journal and Financial Record](#)” and/or “[Animal Project Journal and Financial Record](#).” You may include other things to personalize your book (i.e. photos, articles, ribbons, memorabilia)
- \_\_\_ Complete all sections of the “[My 4-H Year](#)” journal form. Club Leader signs
- \_\_\_ Participate in at least 3 additional learning activities during the 4-H year and record them in your journal (i.e. speeches, demonstrations, judging, public presentations, etc.)
- \_\_\_ List any awards and honors received – both in 4-H and other
- \_\_\_ Complete the “[Non-Animal Project Journal and Financial Record](#)” for each non-animal project. Project Leader signs.
- \_\_\_ Complete the “[Animal Project Journal and Financial Record](#)” for each animal project. Project Leader signs.

### Criteria for Complete 4-H Project Books

Each 4-H project has unique and specific guidelines for project completion. For all the animal science projects, foods, sewing & textiles, child development, entomology, woodworking, electricity, aerospace and others, the following general guidelines apply:

- Complete a minimum of seven activities found in the project book within the 4-H year.
  - There are usually 21 activities required to complete the book; therefore completing the project for the year does not necessarily mean completing the level.
- Complete a minimum of three learning experience be a part of your project. Examples include doing a demonstration, taking a tour, exhibiting at the Fair, etc.
- Complete the appropriate minimum number of required and optional activities in each level within 3 years. Many will move along more quickly, but all 4-H members should aim to complete their project book in at least 3 years. Usually this means completing 14 of the required activities found in most project books and 7 of the optional. The number of required and optional activities many vary from project to project.

**For more information on completing Montana 4-H Record Sheets, please see *For the Record: Guide to Completing Your 4-H Records, #5277***