



Completed Record Book: Required to earn achievement awards.

- Complete all sections of My 4-H Year journal form. If a section does not apply to you, mark it "NA" (for Not Applicable).
- Three goals must be submitted and reviewed on this form. These are broad 4-H goals (for example: attend camp, attend 75% of club meetings, etc.)
- You must be enrolled in and complete a minimum of 1 project.
- All records to complete your project must be included in your record book.

Completed Project: Required to earn achievement awards.

- You must complete **ALL SECTIONS** of the Non-Animal Project Journal and Financial Record or the Animal Project Journal and Financial Record for every project enrolled. If a section does not apply to your situation mark "NA."
- The Animal Project Journal and Financial Record is for **ALL** animal projects, not just market projects.
- Three goals must be listed and reviewed on each project's journal sheet. These are project specific goals (for example: receive grand or reserve grand on my market steer, sew an article of clothing, participate in the Foods Festival, etc.)
- All guidelines for the specific project as listed in the Activities Required by Project table must be completed.
- Financial totals must be transferred to the back page.
- Project Book must be included if applicable.
- Each completed project will receive a Project Pin for the first year, and a Certificate of Achievement for subsequent years.

Seal of Excellence: Required to earn any Memorial, 25 or 30-Year Leader or Special Achievement Awards.

- **EVERY** project you are enrolled in at the drop/add deadline **must be completed** according to the above requirements.
- You must have participated in at least three additional learning activities (e.g. speeches, demonstrations, judging, public presentations, fair interview judging, 4-H promotion, teen leadership, etc.) during the current 4-H year and have them recorded in your My 4-H Year journal form.

Deadlines

May 1 – Add/drop projects. Members must log in to their ZSuite profile to make any changes.

August 20 - Club record book final deadline. Club leaders have the authority to change this to an earlier date. Make sure to communicate with your club leader about your club's Record Book due date.

Additional Resources

The Montana 4-H Center has put together a web page found at http://www.montana4h.org/projects/support/record_books/index.html with Record Book resources. The videos on the right hand side of the screen are extremely helpful.

Record Book Office Hours will take place at the MSU Extension Cascade County Office in May, June, July, and August. The May office hour will be held during Project Day. All other office hours are from 1-3 pm.

Record Book Completion Guidelines

Revised 10.2022, previous editions obsolete