Record Book Hints

THIS WEBSITE HAS ALL RECORD BOOK INFORMATION:

<http://extension.umd.edu/howard-county/record-books>

**Howard County 4-H Member’s Summary Report**

1. Use the Sample Summary Report and these extra notes to fill it out.
2. This is only filled out one time for the record book no matter how many projects you carry. So you only have 1 Summary Report even if you have 5 Projects!
3. Look at this once a month to see if you can fill anything in
4. Summary Report is no longer cumulative. You just put your past years Summary Reports behind the current year.

**Howard County 4-H General Project Record Sheets**

1. Use your guide for the Project book and these extra notes to fill it out.
* Do one Project Record for each Project you carry
* Page 1 – list goals in beginning of year. Then list what you learned and how you might do it differently in next 2 sections.
* Page 2- Life Skills – look at wheel example on this page to help fill out. You can also use one of these for Summary Form A. Projects column 4 –life skills learned
* Project Activities/Learning Experiences: here list EVERYTHING that relates to a learning experience for this project. You should have many of these. (i.e.: for small pet -you feed your snake; for photography - you took a photo class, you used your camera on a hike to try out different ways to take a photo, you took photos at a family party; for crafts - you got a book on pompoms and learned to make some from the book, you attended the Fall 4H craft workshop, etc.)
* Project Communications: . A presentation is when you specifically talk about your project to a group or person. Bottom part is where you exhibited your project (the fair, your school, etc.) You need at least one presentation and one exhibit for each project. This is also repeated in Summary Form B – 4H Presentations
* Project Exhibits: anything you exhibited in 4H Fair. (also can include other places you exhibited (school/church etc ) If you won a place (1st place, etc.) list it, if not put “no award” in last column. This will be repeated in Summary Form C, 4H Activities.
* Table I and II – Project Expenses and Income. List approximate costs to do exhibits for Fair and list all award $ won at fair. No receipts needed.