2023-2024 Yellowstone County
4-H Record Book Completion
Guidelines

All record books need to be turned in to clubs before October 1. If a record is not complete, the member will have until October 25 to bring it up to the minimum standards for completeness. Clubs must turn in Form 3 - Member/Leader Completion Report to the County Extension Office by October 31. Gold seal record books should be indicated on the form.

The job of the person checking club member's books is to review each book to determine whether it has met the minimum qualifications for being "COMPLETE." You are not judging the quality of the book. The use of different colored ink and handwriting do not count as deductions. Participation in fair **does not** make a record book complete. Members do not have to participate in fair.

Completed Record Book – Members must meet these requirements to receive a seal for the year. Check "Record Book Completion ~ Activities Required by Project" if you have questions about project completion.

- Complete journals and project books for **at least 2/3** of the projects the member was enrolled in on April 30 of the 4-H year. (Example – 2 of 3 projects must be completed, 3 of 5 projects must be completed, 5 of 9 projects must be completed.)
- Submitted books should include a completed *My 4-H Year* record sheet. The record sheet should identify at least three goals for the 4-H year and all other sections of the record must be complete.
- Following the *My 4-H Year* record should be a *Non-Animal Project/Financial Journal* or an *Animal Record and Journal* for each completed project. Each journal should identify 3 goals and all sections of the record must be complete. One *Animal Record and Journal* can be used if the same animal is used in more than 1 project. Example – breeding and market swine, 1 horse in the ranch and green project.
- Include project books for completed projects. The number of activities required to complete a project varies. Refer to the "Record Book Completion ~ Activities Required by Project" list if you have questions about project requirements.
- Books may include other personalized items (e.g., photos, articles, ribbons, memorabilia).

Gold Seal Record Book –To receive a gold seal members must complete the above requirements in addition to those listed below. **Members MUST earn a Gold Seal on their record book to receive a County Award if nominated.

- Complete journals and project books for **ALL** projects in which the member was enrolled on April 30 of the 4-H year. (Example 3 of 3, 5 of 5, 9 of 9)
- Participate in at least three additional learning activities during the 4-H year and record them in your journal (e.g., speeches, demonstrations, judging, public presentations, fair interview judging, 4-H promotion, teen leadership, etc.)
- Include project books for **all** projects. The number of activities required to complete a project varies. Refer to the "Record Book Completion ~ Activities Required by Project" list if you have questions about project requirements.

PROJECT RECORD SHEETS

My 4-H Year
All sections of this record sheet must be completed, including three goals and the member and leader's signature. A picture of the member should be included. Every section must have something listed. If nothing was done in an area or section of a record sheet, write "none." Members should complete a project journal for every project listed on this sheet.

Non- Animal Project and Financial Journal
A Project/financial journal is needed for each non-animal related project. Project journals need to contain the name of the project, the year these records were kept, and a leader/parent signature. All sections of the journal need to be completed. If nothing was done in an area or section of a record sheet, write "none."

Animal Record and Journal
An Animal Records/Journal is needed for each animal related project including any livestock project, cat, dog, rabbit, poultry, pocket pet, etc. They are for all animal projects, not just market projects. Project journals need to contain the name of the project, the year these records were kept, and a leader/parent signature. All sections of the journal need to be completed. If nothing was done in an area or section of a record sheet, write "none." One journal can be used if the same animal is used in more than 1 project. Example – breeding and market swine, 1 horse for both ranch and green projects.

DEADLINES
Club record book final deadline - Oct. 1 – clubs can make this deadline earlier.

County record book deadline – Organizational Leader to turn in completed Form 3 by Oct. 31.

RECORD BOOK COMPLETION~ACTIVITIES REQUIRED BY PROJECT 2023-2024

Pub #	Project/Level/Publication Name	Activities Required
	FAMILY & CONSUMER SCIENCES:	
	CHILD DEVELOPMENT/BABYSITTING/FAMILY ADVENTURES/HOME ENVIRONMENT	
5356	Babysitting- I have what it takes to be YOUR Teen Babysitter	3 project goals
302	Family Adventures	7 activities
4H1600	Interior Design ~ Levels 1-4	3 project goals per level
	SEWING & TEXTILES	
4H2210 4H2240 5350	Sewing ~ STEAM CLOTHING Level 1 STEAM CLOTHING – Maker's Guide Sew Exciting – Level 1	4-5 projects from any of the three books
4H2220	Sewing ~ STEAM CLOTHING Level 2	4-5 projects
4H2230	Sewing ~ STEAM CLOTHING Levels 3	1-2 projects
4JF13PA 4H416	Knitting ~ Beginner, Intermediate, Advanced Knit Together	3 project goals
4JF10PA	Crochet ~ Beginner, Intermediate, Advanced	3 project goals
4JF11PA	Embroidery ~ Beginner, Intermediate, Advanced	3 project goals
4H449	Shopping in Style ~ Level 1	7 activities
4H499	Quilting ~ Beginner	7 activities
4H1320	Quilting ~ Intermediate (Creative Corners Block 1)	2 projects
4H1321	Quilting ~ Advanced (Terrific Triangles Block 2)	2 projects
	HEALTH	
	FOODS & NUTRITION/CAKE DECORATING	
4-H670	Food Preservation	7 activities
01512Y	Cooking 101	2-3 dishes/recipes per section 2 learning activities 1 comm. service/demo.
01513Y	Cooking 201	2-3 dishes/recipes per section 2 learning activities 1 comm. service/demo.
01514Y	Cooking 301	2-3 dishes/recipes per section 2 learning activities 1 comm. service/demo.
01514Y	Cooking 401	2-3 dishes/recipes per section 2 learning activities 1 comm. service/demo.
EC111	Baking 1	3 project goals
EC112	Baking 2	3 project goals
EC113	Baking 3	3 project goals
EC114	Baking 4	3 project goals
42500	Cake Decorating ~ Levels 1-3	3 project goals
	ANIMAL SCIENCES	
	LLAMA/ALPACA (COUNTY)	
4H132	Llama/Alpaca	5 activities from the appropriate level per page 4. Follow guidelines on page 5.
	BEEF	
BU8143	Bite Into Beef ~ Level 1	7 activities
BU8144	On the Mooove ~ Level 2	7 activities

BU8145	Leading the Charge ~ Level 3	7 activities
LIVESTOCK JUDGING (COUNTY)		
	South Dakota State University Livestock Judging Manual -Judging Beef Cattle- Judging Meat Goats -Judging Swine-Judging Sheep	3 project goals
CAT		
BU8148	Purrr-Fect Pals ~ Level 1	7 activities
BU8149	Climbing Up ~ Level 2	7 activities
BU8150	Cat Connections ~ Level 3	7 activities
DAIRY COW		
BU8161	Dig Into Dairy ~ Level 1	7 activities
BU8162	Moooving Ahead ~ Level 2	7 activities
BU8163	Leading the Way ~ Level 3	7 activities
MEAT/DAIRY/SPECIAL BREED GOAT		
BU8352	Getting Your Goat ~ Level 1	7 activities
BU8353	Stepping Out ~ Level 2	7 activities
BU8354	Showing the Way ~ Level 3	7 activities
4H1130	4-H Pygmy Goat Project	7 activities from Meat Goat Project Book
4H1780	Your 4-H Angora Goat Project	7 activities from Dairy Goat Project Book
BU7909	Just Browsing ~ Level 1	7 activities
BU7910	Growing with Meat Goats ~ Level 2	7 activities
BU7911	Meating the Future ~ Level 3	7 activities
DOG		
BU8166	Wiggles n Wags ~ Level 1	7 activities
BU8167	Bounding Ahead/Canine Connection ~ Level 2	7 activities
BU8168	Pointing the Way/Leading the Pack ~ Level 3	7 activities
HORSE		
5246	Western/English ~ Intro to Horsemanship ~ Levels 1-3	See page 1 in the project book assessment
5262	Western/English Intro to Horsemanship ~ Levels 4-7	See page 4 in the project book assessment
BU8053	Horseless Horse ~ Level 1	7 activities
BU8054	Horseless Horse ~ Level 2	7 activities
BU8055	Horseless Horse ~ Level 3	7 activities
BU8056	Horseless Horse ~ Level 4	7 activities
BU8057	Horseless Horse ~ Level 5	7 activities
5248	Colt to Maturity ~ Levels 1-5	See page 2 in the project book
5250	Ranch Horse ~ Levels 1-4	See page 31-39
5251	Horse Packing ~ Levels 1-5	3 project goals
5252	Driving ~ Levels 1-4	See page 2 in the project book
5253	Horse Showing ~ Levels 1-3	Work listed in project
4HDL19	New Mexico 4-H Horse Judging Manual	3 project goals
5256	Green Horse ~ Levels 1-4	See page 1 in the project book
5255	Careers with Horses	See page 2 in the project book
POCKET PETS		
BU6359	Pet Pals ~ Level 1	7 activities
BU6360	Scurrying Ahead ~ Level 2	7 activities
BU6361	Scaling the Heights ~ Level 3	7 activities
CAVY (COUNTY)		
4H215	Cavy	5 activities
POULTRY		
BU6363	Scratching the Surface ~ Level 1	7 activities

BU6364	Testing Your Wings ~ Level 2	7 activities
BU6365	Flocking Together ~ Level 3	7 activities
RABBITS		
BU8080	What's Hoppening ~ Level 1	7 activities
BU8081	Jump Ahead ~ Level 2	7 activities
BU8082	Leaps and Bounds ~ Level 3	7 activities
SHEEP		
BU6367	Lambs, Rams, and You ~ Level 1	7 activities
BU6368	Shear Delight ~ Level 2	7 activities
BU6369	Leading the Flock ~ Level 3	7 activities
SWINE		
BU8065	The Incredible Pig ~ Level 1	7 activities
BU8066	Putting the Oink in Pig ~ Level 2	7 activities
BU8067	Going Whole Hog ~ Level 3	7 activities
VETERINARY SCIENCE		
BU8048	From Airedales to Zebras ~ Level 1	7 activities
BU8049	All Systems Go! ~ Level 2	7 activities
BU8050	On the Cutting Edge ~ Level 3	7 activities

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PLANT SCIENCES

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CROP SCIENCE		
MJ0110	Small Grains	3 project goals
WEED SCIENCE		
5292	Weed Science ~ Level 1	5 activities
GARDENING		
4H1037	See Them Sprout ~ Level A	7 activities
4H1038	Let's Get Growing ~ Level B	7 activities
4H1039	Take Your Pick ~ Level C	7 activities
4H1040	Growing Profits ~ Level D	7 activities
RANGE SCIENCE		
5345 (CD) &EB0122	Range Science~ Level 1	3 project goals per year

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ENGINEERING & TECHNOLOGY

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AEROSPACE		
BU6843	Lift Off ~ Level 2	7 activities
BU6844	Reaching New Heights ~ Level 3	7 activities
BU6845	Pilot in Command ~ Level 4	7 activities
ROBOTICS		
4H509	Introduction to Modern Microcontrollers	7 activities + 1 challenge
4H510	Robotics w/EV3	6 activities
BU8431	Junk Drawer Robotics ~ Level 1	7 activities
BU8432	Junk Drawer Robotics ~ Level 2	7 activities
BU8433	Junk Drawer Robotics ~ Level 3	7 activities
ELECTRICITY		
BU6848	The Magic of Electricity ~ Level 1	7 activities
BU6849	Investigating Electricity ~ Level 2	7 activities
BU6850	Wired for Power ~ Level 3	7 activities
BU6851	Entering Electronics ~ Level 4	7 activities
SMALL ENGINES		
BU8186	Crank it Up ~ Level 1	7 activities
BU8187	Warm it Up ~ Level 2	7 activities

BU8188	Tune it Up ~ Level 3	7 activities

WELDING

4H573	Welding ~ Level 1	See page 3 of project book

WOODWORKING

BU6875	Measuring Up ~ Level 1	7 activities
BU6876	Making the Cut ~ Level 2	7 activities
BU6877	Nailing it Together ~ Level 3	7 activities
BU6878	Finishing Up ~ Level 4	7 activities

ENVIRONMENTAL/NATURAL SCIENCES

FORESTRY

BU8038	Follow the Path ~ Level 1	7 activities
BU8039	Reach for the Canopy ~ Level 2	7 activities
BU8040	Explore the Deep Woods ~ Level 3	7 activities

ENTOMOLOGY

BU8440	Teaming with Insects ~ Level 1	7 activities
BU8441	Teaming with Insects ~ Level 2	7 activities
BU8442	Teaming with Insects ~ Level 3	7 activities

WILDLIFE

4H1044	Wildlife Science ~ Level 1	7 activities

SHOOTING SPORTS

	Shooting Sports – All disciplines	3 project goals

SPORT FISHING

BU7598	Take the Bait ~ Level 1	7 activities
BU7599	Reel in The Fun ~ Level 2	7 activities
BU7600	Cast into The Future ~ Level 3	7 activities

OUTDOOR ADVENTURES

BU8043	Hiking Trails ~ Level 1	6 activities
BU8044	Camping Adventures ~ Level 2	6 activities
BU8045	Backpacking Expeditions ~ Level 3	6 activities

COMMUNICATION/EXPRESSIVE ARTS

PHOTOGRAPHY

PHOTO1	Photography ~ Level 1	Project requirements are listed on page 3 of the project books. Complete 4 items from page 4, 2 items from page 5 and 2 items from page 6
PHOTO2	Photography ~ Level 2	
PHOTO3	Photography ~ Level 3	
5325	Videography ~ Level 4	

LEATHERCRAFT

CO2001C	Leathercraft ~ Level 1	See page 4 & 5 of project book
CO2002C	Leathercraft ~ Level 2	
CO2003C	Leathercraft ~ Levels 3-7	See page 2 of project book
CO2008	Leathercraft ~ Levels 8-10	

COWBOY POETRY

5308	Spurrin' the Words	See requirements listed in project book

VISUAL ARTS

4H592	Get Started in Art	7 project goals
BU08140	Drawing, Fiber & Sculpture	3 project goals
BU08141	Painting, Printing & Graphic Design	3 project goals
	Scrapbooking ~ Level 1	Complete activity outlines in project book

CERAMICS (COUNTY)

4H740	Ceramics	See requirements listed in project book

LEADERSHIP/PERSONAL DEVELOPMENT

LEADERSHIP

5330	Leadership ~ Level 1	See page 1 in project book
5331	Leadership ~ Level 2	See page 1 in project book
CITIZENSHIP		
806	Navigating Citizenship ~ Level 1&2	3-7 activities
0807	Global Citizenship	See page 1 of project book
5328	Interstate Exchange/Hosting	
MISCELLANEOUS - EXPLORING 4-H		
BU8187	Exploring 4-H	7 activities
SELF-DETERMINED (DESIGN YOUR OWN) - Project of individual choosing and design that is not currently offered by the state or county.		
5314	Self-Determined ~ You Decide!	Make a project outline and follow project book
INDEPENDENT STUDY ~ Members explore project areas currently offered by state or county beyond the levels available.		
5314	Independent Study ~ You Decide!	Make a project outline and follow project book