2024-2025 Yellowstone County
4-H Record Book Completion Guidelines

All record books are to be turned into the club leader no later than 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. Club leaders must turn in Form 3 - Member/Leader Completion Report to the County Extension Office by October 31. Gold seal record books should be recorded on Form 3.

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," books are <u>not</u> judged on appearance. The use of different colored ink and handwriting <u>do not</u> count as deductions. Participation in fair **does not** make a record book complete. Members <u>do not</u> have to participate in fair.

<u>Completed Record Book</u> – Members must meet these requirements to complete the 4-H 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, 3 of 5 projects, 5 of 9 projects)
- Submitted books should include a <u>completed</u> *My 4-H Year* record sheet. Record sheets should identify at least three goals for the 4-H year and ALL sections must be complete.
- Following *My 4-H Year* should be a *Non-Animal Project/Financial Journal* or an *Animal Record and Journal* for <u>each</u> project. Each journal should identify three project goals and all sections must be complete. Only one *Animal Record and Journal* is necessary if the same animal is used in more than one project. Examples – breeding and market swine; same horse in ranch and green projects.
- Completed project books. The number of activities required to complete a project for the year 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 (photos, articles, ribbons, memorabilia).

<u>Gold Seal Record Book</u> –To receive a gold seal members must complete the above requirements **in addition** to those listed below. *Members MUST earn a Gold Seal 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 (speeches, demonstrations, judging, public presentations, fair interview judging, 4-H promotion, teen leadership, etc.)

PROJECT RECORD SHEETS

My 4-H Year
All sections of this record sheet must be completed, including three goals and signatures of the member and leader. A picture of the member should be included. Every section must have something listed. If there is no information to record in a specific section of the record sheet, write "none." Members should complete a project journal and project book for every project listed on this sheet.

Non- Animal Project and Financial Journal
A Non-Animal Project & Financial Journal is needed for each non-animal related project. Project journals need to contain the member's name, project name, year, and a leader/parent signature. All sections of the journal need to be completed. If there is no information to record in a specific section of the record sheet, write "none."

Animal Record and Journal

An Animal Record and Journal is needed for each animal related project (not just market animals) including any livestock project, cat, dog, rabbit, poultry, pocket pet, etc. One journal can be used for the same animal if it is used in more than one project. Examples – breeding and market swine, same horse for ranch and green projects. Project journals need to contain the member's name, project name, year, and a leader/parent signature. All sections of the journal need to be completed. If there is no information to record in a specific section of the record sheet, write "none."

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 2024-2025

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 5350	Sewing ~ STEAM CLOTHING Level 1 & 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 4H1320 4H1321	Quilting ~ Level 1 – You can Quilt Quilting ~ Level 2 - Creative Corners Quilting ~ Level 3 - Terrific Triangles	7 activities 2 projects 2 projects
	HEALTH	
	FOODS & NUTRITION/CAKE DECORATING	
4-H670	Food Preservation	7 activities
01512Y 01513Y 01514Y 01514Y	Cooking 101 Cooking 201 Cooking 301 Cooking 401	2-3 dishes/recipes per section 2 learning activities 1 comm. service/demo.
EC111 EC112 EC113 EC114	Baking 1 Baking 2 Baking 3 Baking 4	3 project goals
42500	Cake Decorating ~ Levels 1-3	3 project goals
	ANIMAL SCIENCES	
	LLAMA/ALPACA	
4H132	Llama/Alpaca	5 activities from the current level per page 4. Follow guidelines on page 5.
	BEEF	
5364/BU8143 BU8144 BU8145	Growing Beef – Level 1 **OR** Bite into Beef ~ Level 1 On the Mooove ~ Level 2 Leading the Charge ~ Level 3	7 activities

LIVESTOCK JUDGING		
	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	
BU8150	Cat Connections ~ Level 3	
DAIRY COW		
BU8161	Dig Into Dairy ~ Level 1	7 activities
BU8162	Moooving Ahead ~ Level 2	
BU8163	Leading the Way ~ Level 3	
GOAT - DAIRY/SPECIAL BREED/MEAT		
4H08360	Getting Your Goat ~ Level 1	7 activities
4H08361	Stepping Out ~ Level 2	
4H08360	Showing the Way ~ Level 3	
4H1780	Your 4-H Angora Goat Project	7 activities from Dairy Goat Project Book
4H1130	4-H Pygmy Goat Project	7 activities from Meat Goat Project Book
BU7909	Just Browsing ~ Level 1	7 activities
BU7910	Growing with Meat Goats ~ Level 2	
BU7911	Meating the Future ~ Level 3	
DOG		
BU8166	Wiggles n Wags ~ Level 1	7 activities
BU8167	Bounding Ahead/Canine Connection ~ Level 2	
BU8168	Pointing the Way/Leading the Pack ~ Level 3	
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	
BU8055	Horseless Horse ~ Level 3	
BU8056	Horseless Horse ~ Level 4	
BU8057	Horseless Horse ~ Level 5	
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
4H182	Small Equine	See page 3 in the project book
POCKET PETS		
BU6359	Pet Pals ~ Level 1	7 activities
BU6360	Scurrying Ahead ~ Level 2	
BU6361	Scaling the Heights ~ Level 3	
CAVY		
4H215	Cavy	5 activities
POULTRY		
BU6363	Scratching the Surface ~ Level 1	7 activities
BU6364	Testing Your Wings ~ Level 2	
BU6365	Flocking Together ~ Level 3	

RABBITS

BU8080	What's Hoppening ~ Level 1	7 activities
BU8081	Jump Ahead ~ Level 2	
BU8082	Leaps and Bounds ~ Level 3	

SHEEP

BU6367	Lambs, Rams, and You ~ Level 1	7 activities
BU6368	Shear Delight ~ Level 2	
BU6369	Leading the Flock ~ Level 3	

SWINE

BU8065	The Incredible Pig ~ Level 1	7 activities
BU8066	Putting the Oink in Pig ~ Level 2	
BU8067	Going Whole Hog ~ Level 3	

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

PLANT SCIENCES

CROP SCIENCE

MJ0110	Small Grains	3 project goals

WEED SCIENCE

5292	Weed Science ~ Level 1	5 activities
5353	Weed Science ~ Level 2	4 activities

GARDENING

4H1037	See Them Sprout ~ Level A	7 activities
4H1038	Let's Get Growing ~ Level B	
4H1039	Take Your Pick ~ Level C	
4H1040	Growing Profits ~ Level D	

RANGE SCIENCE

5345 (CD)	Range Science~ Level 1	3 project goals per year

ENGINEERING & TECHNOLOGY

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

4H510	Robotics w/EV3	6 activities
BU8431	Junk Drawer Robotics ~ Level 1	7 activities
BU8432	Junk Drawer Robotics ~ Level 2	
BU8433	Junk Drawer Robotics ~ Level 3	

ELECTRICITY

BU6848	The Magic of Electricity ~ Level 1	7 activities
BU6849	Investigating Electricity ~ Level 2	
BU6850	Wired for Power ~ Level 3	
BU6851	Entering Electronics ~ Level 4	

SMALL ENGINES

BU8186	Crank it Up ~ Level 1	7 activities
BU8187	Warm it Up ~ Level 2	
BU8188	Tune it Up ~ Level 3	

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	
BU6877	Nailing it Together ~ Level 3	
BU6878	Finishing Up ~ Level 4	

ENVIRONMENTAL/NATURAL SCIENCES

FORESTRY

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

ENTOMOLOGY

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

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	
BU7600	Cast into The Future ~ Level 3	

OUTDOOR ADVENTURES

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

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
4H497	Scrapbooking ~ Level 1	Complete activity outlines in project book

CERAMICS

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	

CITIZENSHIP

806	Navigating Citizenship ~ Level 1&2	3-7 activities
0807	Global Citizenship	See page 1 of project book
5328	Interstate Exchange/Hosting	

DESIGN YOUR OWN - Project of individual choosing and design that is not currently offered by the state or county.

INDEPENDENT STUDY ~ Members explore project areas currently offered by state or county beyond the levels available.

5314	You Decide!	Make a project outline & follow project book